

School-Related Student Trip Request Form

Submit this form two (2) weeks prior to the trip.

SCHOOL Carroll County Middle School FACULTY MEMBER(S) SPONSORING TRIP Maggie Harper & Katie Shively

TYPE OF TRIP (CHECK ONE):

- Classroom Field Trip Class (i.e., junior, senior) Trip, specify _____
- Organization/Club Trip, specify KYA Other (athletic, band, if applicable) _____

DESTINATION Crowne Plaza ADDRESS 830 Phillips Lane, Louisville, KY 40209 PHONE 502-367-2251

- Out of State Out of County Within County
- Overnight; give name, address, phone of lodging 830 Phillips Lane, Louisville, KY 40209

DATE(S) OF TRIP Nov. 9th - 11th, 2017 DEPARTURE TIME _____ RETURN TIME _____

PURPOSE/EDUCATIONAL VALUE _____

No student shall be denied the trip because of an inability to pay.

SOURCE OF FUNDING FOR TRIP KYA / KUNA

BILL TRIP EXPENSES TO:

- SPONSORING ORGANIZATION SCHOOL COUNCIL BOARD OTHER, SPECIFY _____

SUPERVISION: (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

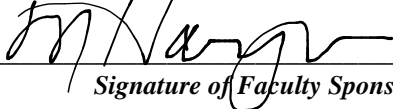
NUMBER OF: STUDENTS 15 FACULTY SPONSORS 3 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 18

ALL CHAPERONES HAVE UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? YES NO

MODE OF TRANSPORTATION:

- IS DISTRICT TRANSPORTATION NEEDED? NO YES, SEE PROCEDURE 09.36 AP.212.
- CERTIFICATED COMMON CARRIER; SPECIFY _____
- PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____



Signature of Faculty Sponsor

 10.16.17
Date

Trip has been approved disapproved. Reason for disapproval _____

Signature of Superintendent/Designee

Date

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:6/18/09