

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 KATIE SHIVELY

TYPE OF TRIP (CHECK ONE):

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

DESTINATION CROWNE PLAZA LOUISVILLE ADDRESS **830 PHILLIPS LN, LOUISVILLE, KY 40209 PHONE_**

- Out of State Out of County Within County
- Overnight; give name, address, phone of lodging Crowne Plaza Louisville Airport
830 Phillips Ln, Louisville, KY 40209

DATE(S) OF TRIP 3/1/2020-3/3/2020 DEPARTURE TIME SUNDAY 3/1 THIS WILL BE PARENT PROVIDED TRANSPORTATION RETURN TIME TUESDAY AFTERNOON DEPART LOUISVILLE AND BACK TO MIDDLE SCHOOL-SCHOOL TRANSPORTATION

PURPOSE/EDUCATIONAL VALUE ANNUAL KUNA CONFERENCE FOR MIDDLE SCHOOL KUNA. HELPS STUDENTS TO DEVELOP COLLABORATION SKILLS AS WELL AS PARLIAMENTARY SKILLS AND GLOBAL AWARENESS

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

SOURCE OF FUNDING FOR TRIP KUNA STUDENTS/PARENT/FINANCIAL AIDE FUNDED

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 15-20 FACULTY SPONSORS 1 OTHER CHAPERONES 1

TOTAL # OF PARTICIPANTS 17-27

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 (TRANSPORTATION FROM CONFERENCE ONLY ON TUESDAY AFTERNOON) YES, SEE PROCEDURE 09.36 AP.212.

- CERTIFICATED COMMON CARRIER; SPECIFY _____
- PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

KatieShively 1/22/2019
Signature of Faculty Sponsor

Date

Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____	

_____ <i>Signature of Superintendent/Designee</i>	_____ <i>Date</i>
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