

School-Related Student Trip Request Form

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

SCHOOL CCHS FACULTY MEMBER(S) SPONSORING TRIP Vessels / Wright

TYPE OF TRIP (CHECK ONE):

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

DESTINATION _____ ADDRESS _____ PHONE _____

- Out of State
- Out of County
- Within County

Overnight; give name, address, phone of lodging Hampton Inn Richmond
1099 Barnes Mill Road, Richmond, KY 40475

DATE(S) OF TRIP 4/25-4/26 DEPARTURE TIME 4/25-8:00^{am} RETURN TIME 4/26-7:00 PM

PURPOSE/EDUCATIONAL VALUE Environmental Science + Ag Curriculum.
Envirothon Competition

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

SOURCE OF FUNDING FOR TRIP ~~_____~~ Competition

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 12 FACULTY SPONSORS 2 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 14

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) _____

Joe L. Vessels
Signature of Faculty Sponsor

3/10/2014
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