

School-Related Student Trip Request Form

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

SCHOOL CCHS FACULTY MEMBER(S) SPONSORING TRIP Ashlea Ramsey & Rachel Mefford

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Bowling Green, KY ADDRESS WKU Campus PHONE _____

- Out of State
- Out of County
- Within County
- Overnight; give name, address, phone of lodging LaQuinta Inn & Suites

DATE(S) OF TRIP 2-18-12 & 2-19-12 DEPARTURE TIME 2-18-12 7am RETURN TIME 2-19-12 2pm

PURPOSE/EDUCATIONAL VALUE State Cheerleading Competition

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

SOURCE OF FUNDING FOR TRIP Cheer Account (Fundraisers)

BILL TRIP EXPENSES TO:

- SPONSORING ORGANIZATION
- SCHOOL COUNCIL
- BOARD
- OTHER, SPECIFY Cheer Account

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

NUMBER OF: STUDENTS 20 FACULTY SPONSORS 2 OTHER CHAPERONES _____
TOTAL # OF PARTICIPANTS 22

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) _____

Ashlea Ramsey 2-1-12
Signature of Faculty Sponsor *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.22, 09.36 AP.23

Review/Revised:6/18/09