STUDENTS

School-Related Student Day Trip and Overnight Trip Request Forms

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL TWO (2) WEEKS PRIOR TO THE TRIP IF BOARD APPROVAL IS REQUIRED, THE BOARD MUST RECEIVE THE FORM AT LEAST TWO(2) WEEKS IN ADVANCE OF TRIP.

INFORMATION

1. **Sponsor's Name** Heather Austin **Club or Dep.** CCR
2. **Name of all chaperones** Heather Austin, Fran Floyd, Nathan Tanner
3. **Where will the group be going?** Louisville / Lexington
4. **Purpose of the trip.** College Tours + Business tours
5. **When is it to be held? Date** Nov 16 + 17 (Louisville +) **Departure Time** 5:30 AM **Estimated Travel Time** 2 hrs **Estimated Distance (Round Trip)** _____
6. **City** Lexington **State** KY
7. **Place of overnight lodging (name, address & phone #)** Embassy Suites by Hilton Lexington UK Coldstream
8. **Identify students by name (Use attached sheet if necessary)** Will submit to Fran Floyd
9. **Cost to students** 40 **Cost to school organization** 0 **Cost to Board** 0
10. **Describe the relevance of the trip: educational, cultural, etc./educational activities** Educational + transition prep
11. **Other activities planned** Business tours, College tour, + UK game
12. **How will this trip benefit your students?** post Secondary readiness
13. **Type of transportation used** Tour Bus
14. **Have trip permission slips been signed and are they in the possession of trip sponsor or leader?** Yes (In process) No **If NO, indicate why:** Fran Floyd is taking up Forms

Heather Austin 10-12-26
Sponsor's Signature **Date**

Principals Signature 10/13/26 **Date**

Trip has been ____**approved** ____**disapproved. Reason for disapproval** _____

_____ _____ _____
Signature of Superintendent/Designee **Date** **Board Approval Date**

RELATED PROCEDURES:
09.36 AP.211, 09.36 AP.212, 09.36 AP.22

Review/Revised: 3/16/06

Business Tours
- Louisville Slugger Factory
- Keenland
- Riley's Children's Hospital

Colleges
- UofL / Bellarmine
- UK