



# Sumner County Board of Education

## Activity Trip Request Form

### No School Bus Required

*This request form must be submitted to the appropriate office at least fourteen (14) days prior to the event*

CHECK ALL THAT APPLY

OUT-OF-STATE     OVERNIGHT     VOCATIONAL     OTHER \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade Level Attending: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Person(s) Requesting/Position: \_\_\_\_\_

Contact Information (name, phone number): \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_ Contact E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
*Principal's Signature*

<b>Travel Information</b>
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Departure Date: \_\_\_\_\_ Arrival Date (Back to School): \_\_\_\_\_

Departure Time: \_\_\_\_\_ Arrival Time (Back to School): \_\_\_\_\_

Exact Destination: \_\_\_\_\_

*Field Trip Site, City, State*

Purpose for Travel: \_\_\_\_\_

Type of Event:  Field Trip     Athletics     Assembly     Meeting     Performance

Mode of Travel:  Charter     Personal Vehicle     Parent Vehicle     Student Vehicle

*If applicable, appropriate out-of-state travel forms must accompany this request.*

**For Central Office Use Only**

Trip Approved                       Trip Denied

Signature \_\_\_\_\_  
*Director of Schools*