

SPORTS TRIP REQUEST FORM

You will be sent an email notifying you when your trip has been approved. Requests are to be submitted to the Administrative Office at least ***two weeks in advance***. A permit must be obtained for all out of district trips. Please fill out request ***COMPLETELY*** - TBA for any of the fields is not an acceptable request. Please fill in "hour" and circle "minute" and AM or PM (we work on 1/4 hour increments)

In case of an emergency, call (440)834-3380 Ext 2101, Ext 2111, or Ext 2112 to report the nature of the delay or problem.

If your trip has been cancelled or delayed please call transportation at (440)834-3380 Ext 2111 or Ext 2112 two days prior to your trip or as soon as you know.

Name of Advisor/Coach: _____ Sport: _____ Level: _____

Building: _____ Transportation Expenses Covered by: _____

Number of athletes taking trip: _____ Number of adults: _____ Number of Buses: _____

Destination: _____

Address: _____

Day of Trip: _____ Date of Trip: _____

Bus arrival time at Bldg: _____ :00 :15 :30 :45 AM / PM Departure time from Bldg: _____ :00 :15 :30 :45

Start time of Event: _____ Time of return to bldg: _____ :00 :15 :30 :45 AM / PM

Do you plan to stop to eat? _____ Yes _____ No If "yes" prior approval must be obtained, **(NO exceptions)**.and address must be provided

Restaurant Name/Address: _____

Please refer to coach/teacher transportation handbook for restrictions

Acknowledged by: _____ Date: _____

Athletic Director

Approved: ___ Denied: ___ by: _____ Date: _____

Principal

Approved: ___ Denied: ___ by: _____ Date: _____

Superintendent

Acknowledged by: _____ Date: _____