

Georgetown ISD Athletic Overnight Student Trip Request

This request form should be used anytime Georgetown ISD Athletic students travel to an event and stay overnight. This completed application should be submitted to the Athletic Director no later than 2 weeks prior to departure date. If signed and approved by the Athletic Director, this document will then be submitted to your campus Principal for in-state trips and also to the CFO for out-of-state trips. A copy of this form will be returned to the activity sponsor with permission or denial as appropriate.

Today's Date: _____

Campus _____ Sport _____

GISD Staff Member Responsible _____

Trip Date(s) _____

Destination _____

Event name/type or description ****please submit a trip itinerary & rooming list with this form****

Estimated time of departure _____ Estimated time of return _____

Will students miss classroom instructional time?

Will GISD transportation be required? If yes, has request been processed?

If no, how are students being transported? _____

What funding source will be used to pay costs associated with this trip? (Activity Acct., District Acct., student out-of-pocket)

Activity Sponsor Signature _____

1. **Athletic Director Signature** _____ Approved Denied

If denied, reason for denial _____

2. **Principal Signature** _____ Approved Denied

If denied, reason for denial _____

3. **CFO Signature** _____ Approved Denied

If denied, reason for denial _____