

Request for Overnight School Sponsored Trip

NOTE: If this form is not suited for the information regarding your request, or additional information is needed to clarify your request, please attach a letter of explanation to this form. This form is due ten days prior to the planned trip.

1. Purpose: Key Club District Convention Club Officer + Advisor Training
2. City/State: Durham, North Carolina
3. Names of students attending: (con't on back if needed) Kate Whichard, Emma McCarthy, William High, Natalie Parks, Latavia Biddick, Whitney Cranford, Hannah Worrells, Simone Gummere
4. Date of departure: 3/21/14 Time: 2:30 pm
5. Date of return: 3/23/14 Time: 2:00 pm
6. Names of adults who will be accompanying students: Laura Briggs, Dee, Worrells, Martha High
7. Means of transportation: Personal Vehicles
8. Name of Hotel: Sheraton Imperial Phone #: 800 840-1927
9. Cost per individual student: \$179
10. How will this cost be defrayed: Kiwanis and Key Club

Sponsor's Signature Laura H. Briggs Date 3/20/14

Approved Disapproved Principal's Signature [Signature]
Date: 3-20-14

Approved Disapproved Board of Education [Signature]
Date: 3-21-14