



Coaching is, most of all, a MORAL activity.
Muscogee County School District
System-Wide Athletic Department



Travel Approval Request
[Non-Regular Season Activity/
Out-of-State/Overnight Athletic Event]

(Please notify the Transportation Department by completing the required form MD 041 - include a copy of the completed form with this request. Transportation must be informed, and give approval, when using chartered motor coaches for transportation services.)

THIS REQUEST WILL NOT BE FORWARDED FOR APPROVAL BY THE SUPERINTENDENT UNTIL ALL INFORMATION IS PROVIDED.

Date of request: _____ Requesting school: _____

Athletic Team: _____ Event Title: _____

Event Destination: _____
Address & Phone

Justification for participation: _____

Departure Date and Time: _____

Return to MCSD School Site Date and Time: _____

Number of Players: _____ Number of MCSD Coaches: _____

Number of Community Coaches: _____ Number of Trainers or Managers: _____

Other MCSD Employees who will be going as Chaperones: _____

(Please attach a list of each of the above groups by group and name, include cell phone numbers for all coaches and contact phone numbers for all others)

Transportation provided by (Must give details i.e. MCSD bus/van, charter motor coach, parent transporting own child only, etc. - need driver name, address, cell phone no. - attach separate list if necessary):

Name, Address, & Phone

Transportation funded by (For non-regular season scheduled activity, funding must come from out-of-building sources, i.e. parents, booster clubs, etc. Please give details): _____

Event is funded by: _____

NOTE: Upon final approval copies will be faxed to each of the signatories and to the Transportation Department.

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Hotel Name, Address, and Phone: _____

Basic Trip Itinerary: _____

Site Athletic Director Signature Date

Building Principal Signature Date

MCSD System-Wide Athletic Director Signature Date

MCSD Chief of Student Services Division Signature Date

MCSD Superintendent of Education or Deputy Superintendent
Signature Date

Rev. 6/08

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Transportation Department.