

Overnight Travel Request Form

School Name:

Prescott High School

Coach/Sponsor Name:

Jami Johnson

Team/Sport/Program:

Girls Basketball

Contact Email:

jami.johnson@prescottschools.com

Contact Phone Number:

505-553-1122

Trip Details

- **Purpose of Trip:**

Basketball Tournament

- **Event/Tournament Name:**

Snowflake Basketball Tournament

- **Dates of Travel:**

From: May 30th

To: May 31st

- **Location (City & Venue):**

Snowflake, AZ. Snowflake High School

Financial Information

- ☐ **Estimated Cost per Student:**

\$40.00

- ☐ **Total Estimated Cost for Team:**

\$1,300

☐ **Funding Source:**

- ☐ School Budget
☐ Fundraising
☒ Booster Club

☐ Other:

Travel & Lodging

☐ **Transportation Method:**

- ☐ School Bus
☐ Rental Vehicles
☐ Private Vehicles
☐ Charter Bus

☒ Other:

AB Bus

Hotel/LodgingName:

Best Western Snowflake Inn

Address of Lodging:

2055 S Main St, Snowflake, AZ 85937

Number of Rooms Needed:

4

Chaperones/Coach Lodging Arrangements:

Head Coach & Assistant Coach stay together (Father & Daughter)

Supervision & Safety

• **Names of Supervising Staff/Chaperones:**

1. Jami Johnson
2. John Bassett
- 3.

• **Emergency Contact Information for the Trip:** AD Missy Townsend 928-925-5196

Safety Protocols/Action Plan in Place *(please type in box):*

In case of an emergency with the Head Coach the assistant coach would be in charge. AD Missy Townsend would be contacted immediately. If there was an emergency with both coaches our team parent would be in charge and again AD Missy Townsend would be contacted immediately.

Administrative Approval

(For School Board/Administration Use Only)

- Approved: ☐ Yes ☐ No
- Comments/Conditions: _____
- Signature of Administrator: _____
- Date of Approval: _____