

Request for Overnight/Extended Student Trip

Permission must be obtained for overnight trips prior to booking hotel rooms, arranging transportation, or incurring any expense related to the trip. Ensure that all requests are submitted in advance. For trips that do not require Board approval, requests should be submitted at least 2 weeks prior to the trip. For trips that require Board approval, requests should be submitted at least 120 days prior to the trip.

Section A: Description and Purpose

Destination: _____

Event to be attended: _____

Departure Date: _____ Return Date: _____

Purpose/Objective of the trip: _____

Section B: Students and Staff

Organization/student group: _____

Staff member in charge: _____

Total number of students: _____ Will students be graded? NO YES

Total additional chaperones: _____

Names of Staff/Chaperones attending and affiliation with students:

<i>Name</i>	<i>Affiliation</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

All chaperones must have backgrounds checks performed. Contact the District Office for the necessary forms.

Section C: School Work

Describe arrangements that have been made for students to make up missed work: _____

Section D: Itinerary (please attached copy of itinerary if available)

Mode of transportation: _____

Housing arrangements: _____

Meal arrangements: _____

Do all transportation carriers, tour guides, etc., have liability insurance? NO YES

Please attach insurance information.

Section E: Finances

Estimated Total Cost: _____ Estimated Cost per Student: _____

Funding Source: _____

Are you requesting District funds? NO YES Amount requested: _____

Provisions for students financially unable to pay necessary costs: _____

Section F: Communications

How will you communicate with parents prior to, during, and after the trip? _____

Section G: Signatures and Approval

Requestor: _____ Date: _____

Director (athletics/band, if applicable): _____ Date: _____

Principal: _____ Date: _____

Superintendent: _____ Date: _____

Section H: Board Approval

This section is completed by the business office if Board approval is required for the trip.

Board Presentation Date: _____ Approved: NO YES

Comments/Provisions: _____

Completed by: _____ Date: _____