

Overnight Travel Request

Initial request must be submitted 3 months prior to travel except as outlined in policy 5001

School: _____ Group Requesting Travel: _____

of students involved – boys: _____ girls: _____ Advisor/Coach: _____

Proposed destination: _____ Activity (tournament, camp, etc.): _____

Dates of proposed travel – leaving: _____ returning: _____

Number of school days students who participate will miss: _____

What is the purpose (objective) of the trip? _____

What will be the educational outcome of the experience? _____

Can the educational experience be obtained closer to the home school? _____

If not, explain why: _____

Cost per student: Total: _____

Travel: _____ Housing: _____ Meals: _____ Registration fees: _____

Chaperone/adult travel costs: _____ Other: _____

Will a fundraiser be used to offset some of the costs? _____

If yes, describe the fundraiser: _____ What

% of the total cost is anticipated to be offset by the fundraiser: _____

Coach/Advisor Signature: _____ date: _____

Principal Signature: _____ date: _____

Date submitted to director: _____ Director signature: _____

After initial request

Date parent meeting was held: _____

___ I certify that all required forms have been filled out and turned in by participants and their parent/guardian at least 7 days prior to trip.

___ Parent approval list

___ Responsible adult information form

___ Statement of parent understanding

___ Agenda and handouts from parent meeting

___ Travel release form

___ Parent approval form (health/medical info on form)

___ Itinerary

___ UHSAA Participant /Parental consent & disclosure

___ Transportation request submitted at least 2 weeks prior to trip

Responsible Adults:

Coach/Advisor signature: _____ Date: _____