

Application for Overnight Student Trip

(Note: application should be made to the Superintendent of Schools
at least three months in advance of the planned trip.)

1. Student group to go on trip _____
2. School _____
3. Number of students _____ 4. Grade(s) _____
5. Trip destination _____
- 6.a. Dates _____ 6.b. Number of School Days _____
7. Educational rationale for trip _____

8. Names of chaperones _____

9. Itinerary and Time Schedule
Day 1: _____

Day 2: _____

Day 3: _____

Day 4: _____

10. Describe Arrangements

Transportation _____

Lodging _____

Meals _____

11. Expenses for:

	<u>Individual Students</u>	<u>Individual Chaperones (if different)</u>
Lodging	_____	_____
Meals	_____	_____
Transportation	_____	_____
Fees	_____	_____
Other	_____	_____
Total	_____	_____

12. Indicate how expenses are to be met

a. Students: individual _____ fund raising _____ both _____
school budget _____

If fund raising, describe activity and estimated receipts

b. Chaperones: Board of Education reimbursement requested _____

Fund raising _____ Other _____

13. Has there been a trip similar to this in the past? _____

If yes, when was it? _____ Briefly explain the success of the trip

14. Other information pertaining to proposed trip
(note: Please attach any printed information which might be pertinent to the trip.)

Application submitted by: _____
Sponsor of Trip Date

Approval Recommended: _____
Dept. Chair (if applic.) Date

Building Principal Date

Deputy Superintendent Date

Approved: _____
Superintendent and Board of Education Date

Adoption date: February 28, 2000

Revised: January 13, 2003

Revised: April 16, 2012

Revised: October 10, 2017

Revised: October 15, 2019