

## OUT OF STATE/OVERNIGHT TRAVEL Field Trip Request Form

*Board Policy/Administrative Regulation 6153 Instruction:* **School-Sponsored Trips stipulates, "All trips involving out-of-state or overnight travel shall require the prior approval of the Superintendent.** Completed request forms shall be submitted to the site principal for initial review in a timely fashion. The site principal shall then submit the completed forms to the Office of the Superintendent. Out-of-state and overnight trips require a considerable amount of pre-planning. It is the general expectation of the District that such requests will normally be presented to the Superintendent for consideration in June and January.

Request submitted by \_\_\_\_\_

Sponsoring group \_\_\_\_\_

Date request submitted to Principal \_\_\_\_\_

Type of Trip (check) ☐ Out of State ☐ Overnight

Date(s) of Trip (inclusive of departure and arrival) From \_\_\_\_\_ To \_\_\_\_\_

Estimated Departure Time \_\_\_\_\_ Estimated Return Time \_\_\_\_\_ (X:XX AM or PM)

Destination \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Number of students participating \_\_\_\_\_

Name of CERTIFICATED STAFF MEMBER who has overall responsibility for supervising trip \_\_\_\_\_

Names of OTHER CERTIFICATED STAFF MEMBERS who will serve as chaperones

\_\_\_\_\_

Number of non-staff (volunteer) adult chaperones \_\_\_\_\_ (All volunteers MUST have fingerprint and TB clearance IN ADVANCE.)

Lodging Information (if applicable)

Name of lodging facility \_\_\_\_\_

Address of lodging facility \_\_\_\_\_

Telephone number of lodging facility (include area code) \_\_\_\_\_

Mode of Transportation ☐ Airline ☐ Bus ☐ Other \_\_\_\_\_

(Use of personal vehicles MUST be approved by Transportation Director IN ADVANCE and requires proof of insurance and additional forms at District Office.)

Estimated total cost of trip \_\_\_\_\_

Describe how cost of trip is defrayed, including transportation costs.

Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Action: ☐ Approved ☐ Denied Signature \_\_\_\_\_ Date \_\_\_\_\_