

OVERNIGHT & OUT-OF-STATE STUDENT TRIP REQUEST

Overnight or out-of-state field trips require approval by the Board of Directors. Use the form below as an outline for the information necessary to submit a request for Board approval. Requests must be submitted to the building principal at least three weeks prior to submission to the Board. Following approval by the building principal and/or ASB, forward the request to the superintendent one week prior to the next scheduled Board meeting.

Group/Team _____

School _____

Advisor _____ Phone _____

Date(s) of Trip _____ Destination _____

Lodging Location _____ Lodging Phone _____

Objective of Trip _____

Number of Students _____ Number of Chaperones _____

Cost per Student _____ Cost per Chaperone _____

Funding Source and/or Account Code _____

Type of Transportation _____ Bus form required YES ___ NO ___

ASB Approval _____ Date _____

Principal Approval _____ Date _____

Board Approval _____ Date _____

(Reference School Board Policy – Field Trips and Excursions 2320 and 2320P)