

Overnight Field Trip Request

All overnight field trip proposals must be submitted to the Principal far enough in advance to permit review of trip components by the Principal, Superintendent, and Board of Education before any planning or fund raising for the trip (usually 3 to 6 months).

All overnight field trips must be educationally sound and considered an important ingredient in the instructional program or approved co-curricular or athletic activities of the school. The advantages of the trip must outweigh the disadvantages associated with students missing regularly scheduled classes, costs of the travel and lodging, health and/or safety concerns, need for continuous supervision of the students, etc.

More information is available in Board Policy 8461.

Fill out the following and submit to Building Principal.

Name of Trip:

Destination:

Supervisor/Title:

Educational Purpose:

Impact on School:

Duration:

Accommodations:

Accommodation arrangements:

Transportation (indicate method and all costs below):

1. School bus costs
2. School vehicle costs
3. Charter bus costs
4. Other

Itinerary:

Costs:

1. Substitute teacher (days X rate)

2. Registration (per student):

3. Hotel

4. Meals

5. Personal

6. Other

Cancellation insurance: