

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip (check one): Overnight Extended

Proposed Departure Date: _____

Return Date: _____

Proposer: _____

Position: _____

Date by which response is needed: _____

A. Purpose

1. What is the major place to be visited or event to be attended?

2. How is the trip related to the educational program of the District?

3. In what ways will the students benefit?

4. In what ways will the school district benefit?

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

B. Students and Staff

1. Which students (grade, class, or organization) will be going?

2. How many students total? _____

3. How many students are currently experiencing academic problems?

4. Which staff member will be in charge? _____
5. What previous trip experience has the staff member had in conducting overnight or extended field trips?

6. What other staff members will be going?

7. How many chaperones, in addition to staff members, will be going? _____
8. What are their names and affiliations with the students?

9. How many school days will be missed? _____
10. How will teachers be advised in advance that the students will be out of school?

C. School Work

1. How will students make up missed school work?

2. What special assistance will be provided for students with academic problems?

D. Itinerary

1. What is the destination? _____
2. What will be the mode of transportation? _____
3. Where will the group be housed and fed?

4. What enroute or supplementary activities are planned?
5. What arrangements have been made for dealing with emergency situations?
6. What arrangements have been made for administering necessary medications to students while on the trip?
7. If tour guides are involved, what liability insurance do they have?

E. Finances

1. What is the estimated cost per student? _____
2. What is the source of the funds?
3. How will the funds be collected and safeguarded?
4. How will any shortfall be made up or excess funds used?
5. What provisions have been made for students who are financially unable to pay any necessary costs?

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?
2. List telephone numbers at destination where group can be reached.

3. What information will be provided to the media and community?

Requestor's Signature

Date

Principal's Signature

Date

Superintendent's Signature

Date

Board of Education's Signature

Date