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| Students | 09.360 AP.21 |

School‑Related Student Trip Request Form
SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP

SCHOOL:       FACULTY MEMBER(S) SPONSORING TRIP:

**Type of Trip (Check One):**
[ ]  Classroom Field Trip [ ]  Class Trip (i.e. junior, senior), specify
[ ]  Organization/Club Trip, specify       [ ]  other (athletic, band, if applicable

**Destination:**       **Address:**       **Phone:**

[ ]  Out of State [ ]  Out of County [ ]  Within County
[ ]  Overnight Give name, address and phone of lodging

**Dates of Trip:**       Departure Time:       **Return Time:**
**Purpose / Educational Value:**

**SOURCE OF FUNDING FOR TRIP:**

*No student shall be denied the trip because of an inability to pay.*

**Bill Trip Expenses To:** [ ]  **Sponsoring Organization** [ ]   **School Council** [ ]   **Board** [ ]   **Other
Specify**

**Number of Students** **Faculty Sponsors** **Other Chaperones** **TOTAL NUMBER OF PARTICIPANTS:**

**MODE OF TRANSPORTATION:
Is District transportation needed?** [ ]   **NO** [ ]  **YES See Procedure 09\_36 AP .212****[ ]  CERTIFICATED COMMON CARRIER; SPECIFY**

Supervision (Attach list of names of adults accompanying students on trip.)

**Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?** [ ]  **Yes** [ ]   **No**

 ***Signature of Faculty Sponsor Date***

Trip has been 🞏 approved 🞏 disapproved. Reason for disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 ***Signature of Superintendent/Designee Date***

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

Related Procedures:
09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:9/17/01

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