

## OVERNIGHT TRIP Checklist

Coaches, per board policy, please complete all requirements and submit TWO MONTHS prior to travel. (Athletic Trips will be submitted to Paige Hershey as the designee)

- **Trip Request**—submit two months prior to date of trip requested.
- **Fundraising approval**—submit by June of prior year, unless trip could not have reasonably been anticipated by June deadline. Note: Transportation cost will be the responsibility of the requesting group (mileage costs AND driver costs)
- **Official invitation** attached (if applicable)
- **Parent Permission/and Release of Liability** forms—signed and submitted to the building principal no later than two weeks prior to the trip (copies to the Athletic Office)
- **Medical Authorization** forms—signed and submitted to the building principal no later than two weeks prior to the trip (copies to the Athletic Office)
- **Itinerary**—specific details about time/locations of activities, include mealtime, bedtime.
- **Bond/Liability** attached (for ground transportation)
- **Volunteer form**—approval form, in school office, for person who is not a district employee and is planning to be a chaperone. Copies to Athletic Office.
- **Chaperone-Sponsor Emergency Information** forms—complete for all sponsors and approved chaperones.
- **Medication/Special Procedure Administration Record**—(if applicable) submitted with Medical Authorization forms
- **Hospital directions**—google map and driving directions to hospital closest to hotel.
- Notes: **REVIEW BOARD POLICY!**
  - Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event.
  - No more than one day of instruction may be missed for trips (in-state or out-of-state) per group per school year unless approval is granted by the principal and superintendent or designee.
  - For any overnight trip, there must be at least one adult for each ten students.
  - When both male and female students participate in a school-sponsored overnight trip, they will be accompanied by at least one male and one female sponsor, when possible.