



EDEN PRAIRIE SCHOOLS
 Inspiring each student every day

Eden Prairie Schools, ISD #272
Policy 610 – Extended/Overnight Field Trip Request Form

The proposal was submitted within appropriate timelines prior to the proposed trip. All Extended/Overnight Field Trips are subject to approval by the Principal, Activity Director (if applicable) and the Superintendent.

Trip Information

| | |
|------------------|-------------------------|
| BUILDING: | Date(s) of Trip: |
|------------------|-------------------------|

Trip Destination Information: *Extended field trips should be avoided during the end of a term at the middle school and high school, or when standardized tests are being administered, if possible. Please attach Itinerary.*

Will students miss class time because of this trip?
 YES: How much instructional time per student? _____ No

Sponsoring Organizations or Class:

Faculty Advisor(s):

| | |
|--|--|
| Chaperones: (Attach list if needed) Name(s): | If overnight, do all chaperones have approved background checks on file? Check one: Yes <input type="checkbox"/> No <input type="checkbox"/> |
|--|--|



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

Eden Prairie Schools, ISD #272

Policy 610 – Extended/Overnight Field Trip Request Form

| | |
|---|--|
| | |
| Note: <i>The staff and/or adults chaperoning are germane to the trip being taken. The school district requires that a criminal background check is to be conducted on any chaperone/volunteer who assists on an overnight trip with students.</i> | |
| What is the cost per chaperone? | |
| What is the total amount the chaperone will pay? | |
| What is the goal or purpose of the trip? | |
| | |
| Estimate the Total Cost for this Field Trip: | |
| Total cost for transportation | |
| Total cost for lodging | |
| Total cost for food | |
| Cost for substitute teacher(s) | |
| Cost for registration/admission fees | |
| Total Estimated Cost: | |
| Number of students participating in Field Trip: | |
| Estimated Cost Per Students: | |



Eden Prairie Schools, ISD #272
Policy 610 – Extended/Overnight Field Trip Request Form

Note:

No fundraising for the trip should take place until the trip has been approved by the Principal and Superintendent. Funding for Field Trip is documented and reasonable. Fundraising and money handling follow district approved guidelines and procedures.

How is this trip being financed? *Field Trip financial accessible to all students.*

Is a fundraising event being used to defray at least some of the trip expenses? (Check One) Yes No

YES:

*(Please describe below the fundraising plans and timelines and **attach a copy** of the fundraising requests, then outline the funding sources below)*

NO:

(Outline the funding sources below)

| Funding Sources: | Amount: |
|--|----------------|
| A. Total cost for each student | |
| B. Amount paid per student by building funds | |
| C. Other amounts paid per student/parents | |
| D. Amount paid per student through fundraising mechanism | |
| Total amount paid by each student = A – (B + C + D) | |

Describe how economically disadvantaged students are receiving an opportunity to participate in this field trip. Note: It is the responsibility of the sponsoring staff member to communicate the mechanism for accessing financial aid to all students.

| | | |
|----------------------------|--|--|
| Person Submitting Proposal | | |
| Student Activity Director | | |
| Building Principal | | |
| Superintendent | | |