

Off-Campus Activity Approval Form

Please complete both sides of this form and submit it to the Athletic Director for review and approval by the Principal’s Team. Please note the submission time line below.

Type of Trip: (please check one)

<input type="checkbox"/> 1. Single day, during school trip with missed class time <i>Submit approval form 6 weeks before trip</i>
<input type="checkbox"/> 2. Single day after school, weekend or holiday trip <i>Submit approval form 6 weeks before trip</i>
<input type="checkbox"/> 3. Overnight trip without missed class time <input type="checkbox"/> 3.1 Overnight trip with missed class time <i>Submit approval form 8 months before trip</i>
<input type="checkbox"/> 4. International Trip without missed class time <input type="checkbox"/> 4.1 International trip with missed class time <i>Submit approval form 13 months before trip</i>

Trip Information

Name and Description of Activity:	_____

Location of Activity:	_____

Departure Date and Time:	_____
Return Date and Time:	_____
Accommodations (if overnight):	_____

Mode(s) of Transportation:	_____

Faculty/Adult Chaperone(s):	_____

Explanation of Student Cost: (if any)	_____

Planning Process

Purpose of trip including
Curricular/Mission Connection

Missed Class Time?

_____ Yes _____ No

If time is missed from class
please share amount missed and
your rationale:

Outline of application, recruitment
or eligibility process for students

Plan for communicating and
sharing information with parents

Description of preparation and
orientation of student participants

Name and Signature of Trip Leader

Date _____

Principal's Signature

Date _____

Vice Principal of Student Life's Signature

Date _____

Athletic Director's Signature

Date _____

Office Use Only: Approved _____

Not Approved _____