

Unified School District of De Pere
Proposal for Overnight/Extended Student Trips

Type of Trip:	
Proposed Departure Date:	Return Date:
Proposer:	Position:
Response Needed By:	Proposal Date:

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 District benefit?
5. How will the trip be evaluated to determine the extent to which these benefits were realized?
Students and Staff
1. Which students (grade, class or organization) will be going?

2. How many students in total?
3. How many students are currently experiencing academic problems?
4. Which staff member will be in charge?
5. What previous experience has the staff member had in conducting overnight or extended field trips?
6. What other staff members will be going? Has approval been granted by their building principal?
7. How many chaperones, in addition to staff members, will be going? (List names and affiliations with the students)
8. How many school days will be missed?
9. How will teachers be advised in advance that the students will be out of school?
School Work
1. How will work be made up?

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

Itinerary

1. What is the destination?

2. What will be the mode of transportation? What liability insurance does the carrier have?

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. If tour guides are involved, what liability insurance do they carry?

Finances

1. What is the estimated total cost and cost per student?

2. What is the source of funds?

3. How will the funds be collected and safeguarded?

4. How will any shortfall be made up or excess funds used?
5. What provision has been made for students who are financially unable to pay any necessary costs?
Communications
1. How will you communicate to parents prior to, during, and after the trip?
2. List telephone numbers at destination and where group will be housed.
3. What information will be provided to the media and the community?

Signature of the Requestor:	Date:
Approval:	
Principal:	Date:
Board of Education:	Date: