



**Summary of the Forms and Approval Requirements
for Field Trips and Overnight Stays for Students and Staff**

	TYPE	DURATION	REQUIRED FORM	APPROVED BY	REQUIRED BY	PS-102 Required for Staff Members?
Student Travel	Local Field Trip	Day	Local Field Trip	Supt. or Designee	Prior	Yes
	Extended Field Trip (over water, non-school day, etc)*	Day	Extended Field Trip	Supt., Designee or Board*	Prior	Yes
	Extended Field Trip*	Overnight	Extended Field Trip	Board	Prior to Registrations or Expenditures	Yes
	Post-Season Athletic Competition	Day	Local or Extended Field Trip*	Athletics	Prior **	Yes
	Post-Season Athletic Competition	Overnight	Local or Extended Field Trip*	Board	Prior **	Yes
	Non-Athletic State, Regional or National Competition (i.e. Debate, DECA, History Day, etc.)	Day	Local Field Trip	Building	Prior	Yes
	Non-Athletic State, Regional or National Competition (i.e. Debate, DECA, History Day, etc.)	Overnight	Extended Field Trip*	Board	Prior	Yes
Staff Travel <small>(without students, i.e. professional develop., etc)</small>	Local	Day	None	Supervisor	Prior	Yes, if over 4 hours
	Out of District	Overnight	Travel Authorization	Supervisor & Supt.	Prior to Registrations or Expenditures	Yes

* Refer to policy procedure #2320P for definition and approval requirements.

** Prior approval is required; however in some instances board policy procedure #2320P allows leeway for short notice events. Refer to policy.