

LAKE STEVENS SCHOOL DISTRICT

EXTENDED EDUCATIONAL EXPERIENCE – EXCURSION PROSPECTUS Required for Student Overnight or Out of State Travel (Board Policy 6100)

In State (Superintendent approval required)
 Out of State (Board notification required)

Date of Request: _____
 Applicant: _____ School/Dept: _____
 Destination: _____

Departure Date & Time: _____ Return Date & Time: _____

Purpose/Objective: (Which major standard will be covered) and Itinerary:

Groups Participating: _____
 Person in Charge: _____ Number of Teacher Chaperones: _____
 Number of Parent Chaperones: _____ Number of Participating Students: _____
 Funding Sources: _____

Estimated Costs

Registration - 7330	attach registration information	\$ _____
Lodging ¹ - 8581	_____ # nights x \$ _____ approved maximum/night	\$ _____
Mileage - 8580	_____ # personal vehicle miles x \$ _____ IRS rate/mile	\$ _____
Public Carrier - 8580	<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	\$ _____
Rental Car - 8580	_____ # days x \$ _____ /day	\$ _____
Parking - 8580	_____ # days x \$ _____ /day	\$ _____
Miscellaneous - 8580	<input type="checkbox"/> Taxi <input type="checkbox"/> Limo <input type="checkbox"/> Shuttle <input type="checkbox"/> Ferry <input type="checkbox"/> Rideshare	\$ _____
Other - 8580	describe _____	\$ _____
	describe _____	\$ _____
Substitute – 212X or 312X	_____ # days substitute required x \$ _____ /day _____ date(s) substitute needed	\$ _____
Meals - 8580	use chart below - exclude meals provided in registration	\$ _____
TOTAL		\$ _____

Date(s)									Total
Breakfast									
Lunch									
Dinner									
Total									

¹ refer to www.gsa.gov for reasonable rates for location

Approval

Principal/Department Head	Date	Comments (more space below)
Administrator	Date	Comments
Superintendent	Date	Comments

Account Code: _____	\$	_____
Account Code: _____	\$	_____
Account Code: _____	\$	_____
Account Code: _____	\$	_____
Account Code: _____	\$	_____
Account Code: _____	\$	_____
Account Code: _____	\$	_____
Account Code: _____	\$	_____
	TOTAL³	\$ _____

³ totals should match

ADDITIONAL COMMENTS / DEPARTMENT HEAD/PRINCIPAL

1. Expenses for this activity should be _____ Approved _____ Rejected
2. Reasons for this recommendation: _____

Completed Prospectus must be presented to the Board 30 days (45 for out of state) prior to the trip

LAKE STEVENS SCHOOL DISTRICT
EXTENDED EDUCATIONAL EXPERIENCE - EXCURSION PROSPECTUS

Extended Educational Experiences Policy No. 6100

Approval or disapproval of an excursion is delegated to the principal and the Superintendent if held within the state. Out of state excursions shall also require the approval of the Superintendent and the board of Directors.

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4.1 All excursions will be approved on the following basis:

4.1.1 Tentative approval at the initial planning state, i.e., request for applications, audition tapes, etc.

4.1.2 Final approval will be based on a complete prospectus presented at least one month prior to the trip. Invitations received that change the above time line will be considered at the earliest opportunity.

4.2 The following district forms are to be utilized:

- Request for Activity Bus
- Excursions Parental Information and Permission Form
- Excursion List of Student Participants

4.3 Parents will be notified at the time of tentative approval and again within one week after final approval.

4.4 School buses and/or private carrier buses (i.e., Trail Ways) should be considered before private vehicles are used.

4.5 When school buses are used, the Request for Activity Bus Form shall be made out and authorized by the principal and Superintendent, who will then send the form to the Bus Dispatcher. Requests should be made at least one (1) month in advance of the trip.

4.6 The advisor and principal will approve the chaperon arrangements and ratio.

4.7 Parent Information and Permission Forms will include:

- Destination
- Date(s) of trip
- Time and departure and return
- Cost
- Meal arrangements
- Housing accommodations
- Emergency telephone numbers
- Route of travel
- Number of chaperones
- Method of travel
- Specific equipment needs
- Medical release
- Parent signature

Budget Requirements

- 5.1 The number of allowable trips will be governed by the District budget, principal's authorization, and educational value.
- 5.2 Cost of bus transportation will be charged to the appropriate budget account. Advisors for club trips should contact the Business Office for the cost of the trip. The budget must contain sufficient funds to pay the cost of the trip.
- 5.3 Fund raising activities must meet the requirements of Policy No. 5310.