

## EXTENDED TRIP PLAN

**Allow 45 days for overnight trips or day trips outside the 5-county area • Allow 60 days for out-of-state trips  
Fundraising activities may be conducted prior to Board Approval**

<b>SCHOOL</b>	<b>DATES OF TRIP</b>
<b>STUDENT GROUP/GRADE LEVEL(S)</b>	<b>STAFF ADVISOR/Phone number</b>
<b>EVENT/DESTINATION NAME &amp; LOCATION</b> (Attach any available literature or brochures)	

**EDUCATIONAL PURPOSE OF TRIP**

PARTICIPANTS	Students	Certificated	Classified	Non Staff Adults	Name of Administrator if trip is out-of-state:
Male					
Female					
<b>Total</b>					

<b>BUDGET</b>		<i>Cost</i>	<i>Income</i>
Transportation	\$	<u>                    </u>	Fundraisers
Accommodations	\$	<u>                    </u>	Booster Club
Food/Meals	\$	<u>                    </u>	Site Funds
Entrance Fees	\$	<u>                    </u>	Donations
	\$	<u>                    </u>	ASB
	\$	<u>                    </u>	PTO/PTA
<b>TOTAL COSTS \$</b>			<b>TOTAL INCOME \$</b>

<b>MAJOR FUNDRAISING ACTIVITIES AND RELATED INFORMATION</b>			<b>PROMOTION</b> - When and how will the trip be advertised?
<i>Activity</i>	<i>Date</i>	<i>Expected Revenue</i>	
<u>                                    </u>	<u>                    </u>	<u>                    </u>	

**INFORMATIONAL MEETING(S)** - To discuss the purpose of the trip, safety-related rules, and rules of conduct

<i>Audience</i>	<i>Date</i>	<i>Time</i>	<i>Place</i>
Staff/Chaperones/Sponsor	<u>                    </u>	<u>                    </u>	<u>                    </u>
Parents/Students/Staff	<u>                    </u>	<u>                    </u>	<u>                    </u>

How will you contact parents who do not attend the above meeting?

**ITINERARY**

Trip Departs from                      at                      a.m./p.m. on                      (date)

Trip Returns at                      a.m./p.m. on                      (date) Total Days        Total Nights       

<b>ACCOMMODATIONS</b> (Must include street address and phone number)	<b>MEAL ARRANGEMENTS</b>

**TRANSPORTATION**     Automobile     Bus     Airplane     Other                     

The school requests that the Board of Education approve the request for an Extended Trip as described in this plan. It is understood that the school will comply with all Board Policies and Regulations regarding extended and overnight travel. The Principal and Advisor have met to review District Policy and school rules regarding Field Trips, Student Behavior, and Emergency Procedures.

Principal                      Date                     

Director                      Date                     

Assistant Superintendent                      Date                     

<b>Board of Education</b>
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
Meeting Date <u>                    </u>