

## Proposal For Overnight/Extended Student Trips

Type of Trip: \_\_\_\_\_

Proposed Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Position: \_\_\_\_\_

Proposal Date: \_\_\_\_\_

### A. 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?

### B. Students and Staff

1. Which students (grade, class, or organization) will be permitted to attend?
2. How many students in total (estimate)?
3. How many students are currently experiencing academic struggles?
4. Which staff member will be in charge?
5. What previous experience does the staff member have in conducting overnight or extended field trips?
6. What other staff members will be going?
7. How many chaperones, in addition to the staff members, will be going?
8. Please list their names and affiliations with the students?
9. Will any school days be missed?

### C. Itinerary

1. What is the destination?
2. What will be the mode of transportation? Please attach the liability insurance for the carrier.
3. Where will the group be housed and fed?
4. What supplementary activities are planned?
5. What arrangements have been made for dealing with emergency situations?
6. If tours are involved, what liability insurance do they carry?

### D. Finances

1. What is the estimated total cost and the cost per student?
2. Are there any sources for funds other than student payment?
3. How will the fund be collected and safeguarded?
4. What provision has been made for students who are financially unable to pay?

### E. Communications

1. How will you communicate to parents, prior to, during, and after the trip?
2. Please list the telephone numbers at each destination and where the group will be lodging.
3. What information will be provided to the media and community?

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Signature of Applicant

Date

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Principal Approval

Date

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Superintendent Approval

Date

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Board President

Date