

Application of Planned Student Overnight Trip

(NOTE: Activities not the result of athletic or other approved competitions and adjudications)

It is the Briarcliff Manor School District's philosophy that preparing students to become knowledgeable, confident, and capable young adults requires engaging educational experiences inside the classroom, as well as beyond the confines of the classroom and the boundaries of the School District.

To that end, the District is supportive of exposing students to field experiences via our academic, co-curricular, and athletic programs. The key to District approval for overnight student trip requests must include the following:

- An educational rationale
- Avoidance of school disruption for attendees and their classmates
- A well-considered plan for student safety and supervision
- Clear communication throughout the planning process with school administration and parents including explicit expectations are provided to all parties, and all necessary effort is made to ensure that the trip is inclusive of all eligible students who wish to attend.

Please note that it is recommended that the process for discussing Planned Student Overnight Trips with school administration begin at least six (6) months in advance of the event.

Name: _____

Affiliation: _____

Please provide the following information:

1. Approximate date(s) of the trip: _____
2. Brief description of the trip: _____
3. Trip itinerary: Please Attach
4. Student safety and supervision plan: Please Attach
5. Purpose/educational benefit of the trip: Please Attach
6. Per pupil cost of the trip: _____
7. Fundraising activities to reduce cost to families: Please Attach
8. Anticipated cost to families of the trip: _____
9. Consideration given to families with financial hardship: Please Attach
10. Other important information: _____