

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip:

Proposed Departure Date:

Proposer:

Date by which response is needed:

Return Date:

Position:

Proposal Date:

Purpose:

- A1. What is the major place to be visited or event to be attended?**
- A2. How is the trip related to the educational program of the District?**
- A3. In what ways will the students benefit?**
- A4. In what ways will the District benefit?**
- A5. How will the trip be evaluated to determine the extent to which these benefits were realized?**

Students and Staff

- B1. Which students (grade, class, or organization) will be going?**
- B2. How many students in total?**
- B3. How many students are currently experiencing academic problems?**
- B4. Which staff member will be in charge?**
- B5. What previous experience has the staff member had in conducting overnight or extended field trips?**
- B6. What other staff members will be going?**
- B7. How many chaperones, in addition to staff members, will be going?**
- B8. What are their names and affiliations with the students?**
- B9. How many school days will be missed?**
- B10. How will teachers be advised in advance that the students will be out of school?**

School Work

- C1. How will missed work be made up?**
- C2. What special assistance will be provided to students with academic problems?**

Itinerary

- D1. What is the destination?**
- D2. What will be the mode of transportation? What liability insurance does the carrier provide?**
- D3. Where will the group be housed and fed?**
- D4. What enroute or supplementary activities are planned?**
- D5. What arrangements have been made for dealing with emergency situations?**
- D6. If tour guides are involved, what liability insurance do they carry?**

Finances

- E1. What is the estimated total cost and cost per student?**
- E2. What is the source of funds?**
- E3. How will the funds be collected and safeguarded?**
- E4. How will any shortfall be made up or excess funds be used?**
- E5. What provision has been made for students who are financially unable to pay any necessary costs?**

Communications

- F1. How will you communicate to parents prior to, during, and after the trip?**
- F2. List telephone numbers at destination and where group will be housed**
- F3. What information will be provided to the media and the community?**

Signature of the Requestor

Date

Approved:

Principal

Date

Board of Education

Date