

STUDENT TRIP REQUEST AND APPROVAL FORM

Pursuant to Bellingham Public Schools policy 2320, form for approval must be completed for all student, ASB, WIAA, school day, out-of-local area, overnight trips, out-of-state and out-of-country travel including summer travel, etc. Completed form required 2-4 weeks prior to trip, unless for an out-of-state, overnight trip of more than one night, and/or trips that involve fundraising, then form 2320F-2 must be submitted first.

☐ Approval in Concept has been given through Form 2320F-2 for out-of-state, multi-night trips, and/ or trips that involve fundraising.

TRIP INFORMATION

Event: _____	School: _____
Date Submitted to Principal: _____	Teacher/Coach/Advisor: _____
Grade or Group: _____	Destination: _____
Trip Dates: _____	# of Students: _____ # of Chaperones: _____
Estimated Cost:	If less than 10 students, two chaperones are required (ex. 2:10, 2:20, 3:30)
Registration: \$ _____	Fund Source (check all that apply):
Lodging: \$ _____	<input type="checkbox"/> Bldg: \$ _____ Fundraising (describe) \$ _____
<input type="checkbox"/> Confirm every student has their own sleeping space	<input type="checkbox"/> ASB: \$ _____
Transportation: \$ _____	<input type="checkbox"/> PTA: \$ _____ Family/Student Contribution (describe) \$ _____
<input type="checkbox"/> Confirmed with transportation department	<input type="checkbox"/> CTE: \$ _____
Other: \$ _____	<input type="checkbox"/> Grant: \$ _____ Other (describe) \$ _____
TOTAL COST: \$ _____	

Other Required Information:

- ☐ Attach detailed itinerary to this request, including lodging details
- ☐ Parent permission form (1 per student)
- ☐ Emergency Medication/Health Plan verified by school nurse
- ☐ 1st Aid/CPR trained (requires one for overnight & out of country travel)
- ☐ BPS Chaperones (21 and older, BPS staff or approved volunteers)
- ☐ Fingerprinting necessary/verified

Transportation:

- ☐ School Bus ☐ Walk
- ☐ District Vehicle (complete form 2320F-4)
- ☐ Private Vehicle (complete form 2320F-4)
- ☐ Privately Owned Boat (further requirements per 2320P)
- ☐ Other (describe) _____

*If trip requires a contract (ex. charter bus, facility use or rental agreement) contact Admin Assistant of Activities & Athletics**

Teacher/Coach/Advisor

Student ASB Treasurer (required if ASB funds are used)

Approved by:	*For school day trips, principal keeps form and notifies teacher of approval		
Principal	Date: _____	*Principal forwards to administrative assistant of Activities & Athletics at the District Office for all overnight, out-of-state and out-of-country travel	
Dir. of Athletics & Activities	Date: _____	Director of CTE (required if CTE funding	Date: _____
Exec. Director of DT&L	Date: _____	(required for overnight, out-of-state and out-of-country travel)	
Superintendent	Date: _____	(required for overnight, out-of-state and out-of-country travel)	

**** Copies of fully approved form to teacher/coach/advisor, principal, risk management and ASB bookkeeper****