

APPROVAL IN CONCEPT

TRIP INFORMATION

Event: _____

School: _____

Date Submitted to Principal: _____

Teacher/Coach/Advisor: _____

Grade or Group: _____

Destination: _____

Trip Dates: _____

of Students: _____ # of Chaperones: _____

If less than 10 students, two chaperones are required (ex. 2:10, 2:20, 3:30...)

Estimated Cost:

Fund Source (check all that apply): Fundraising (describe) _____

Registration \$ _____

Lodging \$ _____

• Bldg \$ _____ \$ _____

- Confirm every student has their own sleeping space

Transportation \$ _____

Other \$ _____

TOTAL

Approved by:

*For schoolday 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 trips.

 Director of Activities and Athletics

Date: _____

 Director of CTE (required if CTE funding) Date: _____

 Assistant Superintendent
 Dept. of Teaching and Learning

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)