

APPENDIX D – POLICY 800.33

SCHOOL-SPONSORED EXTENDED FIELD TRIP REQUEST APPLICATION

[Extended trips are those trips, which are out-of-state, involving overnight arrangements are considered to be part of the school's programs. Please refer to Policy 800.33

Date of Original Submission: _____

Requestor/Advisor(s): _____ Grade/Class Group: _____

Trip Date(s): _____ Destination: _____

1. Have you reviewed Board Policy 800.33 and Appendices A, B, C, D and E? yes no
2. Has this request been submitted to the Principal for approval at least 90 days before the trip?
yes no
3. Explain how the proposed trip relates to curriculum. Identify specific instructional objectives to be pursued and explain pre- and post-activities related to these objectives. (Attach information, or use back of this form.)
4. Departure date & time: _____ Return date and time: _____
5. Anticipated amount of school time lost:

6. Mode(s) of transportation:

Is all transportation by bonded carrier(s)? yes no
7. Has evidence of insurance coverage been attached to this application? Yes No
8. The number of "free" transports provided: _____, if any, and the names of those to whom they will be granted: _____
9. Estimated number of students:

10. Chaperone's Name(s)	Employee	Non-Employee*
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

*** Must have completed and successfully passed a criminal background check through the District Office.**

11. COST

Tour cost per student:	Number of students	\$0.00
Other costs? (list)		
TOTAL COSTS		\$0.00

*The cost of substitutes shall be incorporated into the cost of the trip and home by participants, fund raising activities, or other approved funds. Travel, lodging, meal expenses, and stipends, if any of district employees shall be considered part of the total cost of the trip.

Additional comments on costs: _____

12. FUNDING REVENUES

FUNDING		
Participant Charge:	Number of participants:	\$0.00
Donation: (Name/Organization):		
Donation: (Name/Organization):		
Fundraising activities:		
Account(s) to be charged		
Other: describe		
Other: describe		
TOTAL FUNDING (*TOTAL COSTS must equal TOTAL FUNDING)		

Additional comments on funding sources:

13. What is included in the price per student, and what is not included in the price?

14. Will there be any fund-raising activities and/or organizations that will be solicited for support?

If yes, attach a list of proposed fund raising activities and/or organizations that will be solicited for support?

15. Do you agree that you will provide the Principal with signed copies of (a) permission forms and (b) security addendums for each student participating in the trip? Yes No

16. Do you agree that before any funds are collected from parents and through fundraisers, you will require parents or guardians to sign a form "School Sponsored out-of-state field trip security addendum" for each participant and inform parents, students and guardians of district administrative procedures regarding security in Policy 900.13?

17. Do you understand that district employees who organize school-sponsored extended trips may not make any sort of profit or personal gain, and that any stipends or remuneration must be paid by the district to employees? Yes No

18. Do you agree to send a letter to parents/guardians explaining applicable rules and consequences while on this trip, then provide a copy of this letter for the permanent trip file in the Principal's Office? Yes No

19.

Do you agree to provide an alphabetized list of students and other individuals participating in the trip to the Principal's office one week before departure? Yes No

20. Do you agree to complete the form "School-Sponsored Extended Trip Evaluation Form" and submit it to the Principal within one week after the trip? Yes No

ADMINISTRATIVE ACTION

	Signature	Date	Approved	Disapproved
Principal			<input type="checkbox"/>	<input type="checkbox"/>
Superintendent			<input type="checkbox"/>	<input type="checkbox"/>
Board of Education			<input type="checkbox"/>	<input type="checkbox"/>

Reason for Disapproval:
