

SUPPLEMENTARY AND/OR EXTENDED (overnight) TRIP REQUEST FORM

Supplementary trip requests are due 30 days prior to the event. Extended trip requests are due 6 months prior to the event.

1. Organization Requesting Trip: _____
2. Name(s) of staff requesting and willing to chaperone the trip: _____
3. Destination: _____
4. Number of Students anticipated to participate on this trip: _____ M _____ F
 - a. Grades: _____
5. Preliminary itinerary: [**a detailed itinerary is required (Principal & Supt.) 72 hrs prior, see below*]

6. Departure date: _____ Return date: _____
7. Number of Student Contact Days where students will not be in attendance: _____
8. Number of total contract days certified staff is missing _____
9. On a separate document submit names and cell phones of all chaperones. If the chaperone will be driving a vehicle as part of the trip, must also include DL #:
 - a. *The traveling group is responsible for the staff expense to the district. Mixed gender groups require one chaperone of each sex to attend. Chaperones must have successful background checks on file per policy #404.*
10. Mode(s) of transportation used: _____
11. Anticipated cost per participant _____
12. Date form submitted to Activities Director _____

Activities Director

Building Principal

Superintendent

Date

Date

Date

Policy #610 and any/all other applicable policies must be followed. Detailed Itinerary must include:

- A completed copy of this document.
- Location of events and lodging - physical addresses, phone numbers, and approximate dates/times of all events
- Flight numbers
- Proof of medical insurance coverage