



A World-Class Community of Learners

**School Board Approval
of Overnight Field Trip**

Any staff requesting an overnight field trip activity for students are required to get advance School Board approval before advertising to students and parents.

Completed by		Subject area	Date of request
Name of school and staff member(s) planning trip			
Name and address of outside sponsoring group		Name of travel agent selected	
List fees or expenses that will be paid by the travel agent to the staff member		What are the limits of liability by travel agent? (attach copy of insurance statement)	
Number of students on trip		Number of school days missed	
Educational objectives of proposed trip			
Location of trip (city, state, country)	Dates of trip		Events (if any)
Number of staff attending	Number of parents attending as chaperones		Who pays for staff and parent expenses?
Expenses paid by district	Will the district provide a substitute?		How many days?
Cost per student \$	Expenses paid by fund-raising or sponsor \$		Expenses paid by students \$
Special travel and lodging arrangements		Itinerary (including dates)	
Will you include information that will be provided to parents/students for advertising the trip? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached		Will you complete parent approval for students to receive emergency needed treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached	
Will be brought to School Board for action on what School Board meeting date?			

Approved by:

Principal	Superintendent
Date	Date