PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip ____________________________________________

Proposed Departure Date ________________  Return Date ________________

Proposer ___________________________  Position _________________________

Date by which response is needed ________________  Proposal Date ________________

A. Purpose

1. What is the major place to be visited or event to be attended?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

2. How is the trip related to the educational program of the District?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

3. In what ways will the students benefit?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

4. In what ways will the District benefit?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
A. **Purpose (cont.)**

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

B. **Students and Staff**

1. Which students, (grade, class, or organization), will be going?

_________________________________________________________________________
_________________________________________________________________________

2. How many students in total? _______________________

3. How many students are currently experiencing academic problems? ________________

4. Which staff member will be in charge? _________________________________________

5. What previous experience has the staff member had in conducting overnight or extended field trips?

_________________________________________________________________________
_________________________________________________________________________

6. What other staff members will be going?

_________________________________________________________________________
_________________________________________________________________________

7. How many chaperones, in addition to staff members, will be going? ________________

8. What are their names and affiliations with the students?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
B. Students and Staff (cont.)

9. How many school days will be missed? ___________________

10. How will teachers be advised in advance that the students will be out of school?

________________________________________________________________________
________________________________________________________________________

C. School Work

1. How will missed work be made up?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What special assistance will be provided students with academic problems?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

D. Itinerary

1. What is the destination? ______________________________________________________
________________________________________________________________________

2. What will be the mode of transportation? What liability insurance does the carrier have?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Where will the group be housed and fed?

________________________________________________________________________
D. Itinerary (cont.)

4. What enroute or supplementary activities are planned?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

5. What arrangements have been made for dealing with emergency situations?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

6. If tour guides are involved, what liability insurance do they carry?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

E. Finances

1. What is the estimated total cost and cost per student? ______________________________

_________________________________________________________________________

2. What is the source of funds? __________________________________________________

_________________________________________________________________________

3. How will the funds be collected and safeguarded?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

4. How will any shortfall be made up or excess funds used?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
E. Finances (cont.)

5. What provision has been made for students who are financially unable to pay any necessary costs?

_________________________________________________________________________

_________________________________________________________________________

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

_________________________________________________________________________

_________________________________________________________________________

2. List telephone numbers at destination and where group will be housed.

_________________________________________________________________________

_________________________________________________________________________

3. What information will be provided to the media and the community?

_________________________________________________________________________

_________________________________________________________________________

Signature of the Requestor ___________________________ Date ________________

Approved:

Principal ___________________________ Date ________________

Board of Education ___________________________ Date ________________