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**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?

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

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3. In what ways will the students benefit?

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4. In what ways will the District benefit?

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A. Purpose (cont.)

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

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B. Students and Staff

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

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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?

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6. What other staff members will be going?

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

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

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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?

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C. School Work

1. How will missed work be made up?
2. What special assistance will be provided students with academic problems?

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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?

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D. Itinerary (cont.)

4. What enroute or supplementary activities are planned?

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

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

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E. Finances

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

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2. What is the source of funds? \_\_\_\_\_

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3. How will the funds be collected and safeguarded?

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

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E. Finances (cont.)

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

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F. Communications

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

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

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

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\_\_\_\_\_  
Signature of the Requestor

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Date