EXTRA-CURRICULAR TRIP REQUEST

Must be submitted for principal’s approval three (minimum) weeks prior to proposed trip. (Superintendent’s office, two weeks prior if approval required.) Trips requiring detailed arrangements should be submitted for approval prior to finalizing plans.

School: ___________________________________________  Date of Request: ____________________

Teacher/Coach/Sponsor: _____________________________

Date of proposed trip: ____________________________  Departure: ____________Return:__________

[ ] School Academic Competition
[ ] Extra-Curricular: (Check one) (if applicable)
   __________ Athletic  __________ Band
   __________ Cheerleader  __________ Other Organization (explain): ________________

Destination(s) and Purpose: _____________________________________________________________
____________________________________________________________________________________

Number: Students _______  Buses ________  Chaperone ratio _______:_______  Student: $_________

Transportation if other than school buses: ___________________________________________________
(Manifest required for all trips.)

Arrangements for students not participating:_________________________________________________

[ ] Cafeteria Manager Notified (if applicable)

Teacher/Coach/Sponsor Signature                     Principal’s Signature   Date

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SUBMIT FOR SUPERINTENDENT’S APPROVAL IF APPLICABLE.

[ ] Over 100 mile radius
[ ] Out of State
[ ] Overnight (Attach letter outlining schedule and overnight lodging details)
[ ] Other than by land travel
[ ] Non-instructional activities which require students to be released from academic class time.

SUPERINTENDENT’S APPROVAL: _______________________________   Date:______________

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BUS DRIVER’S REPORT - ODOMETER READING:  Beginning: ____________     Bus #:_________
   Ending: ____________
   TOTAL TRIP MILEAGE: ____________

Bus Driver’s Signature: _____________________________

Copies:    White - School       Pink - Transportation (2 weeks before trip)       Yellow - Driver