

# OVERNIGHT STUDENT FIELD TRIPS

## Proposal

Overnight student field trips must receive prior approval by the Board of Education. Proposals for overnight student field trips should be submitted first to the Building Principal and include the following:

**Date of Proposal:** \_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_  
\_\_\_\_\_

**Attach Dates and Itinerary of Proposed Trip.**

**Describe the educational benefits of the proposed trip.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List staff involved in planning and organizing the trip.** \_\_\_\_\_  
\_\_\_\_\_

**Outline the time commitment anticipated and state the arrangements made to assure that these activities are manageable and will not unduly distract staff from their primary duties.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What arrangements will be made for transportation?** \_\_\_\_\_  
\_\_\_\_\_

**What arrangements will be made for lodging?** \_\_\_\_\_  
\_\_\_\_\_

**Attach a summary of the budget for the proposed trip, including funding source(s), and proposed fundraising activities.**

**Describe the availability of scholarships.** \_\_\_\_\_  
\_\_\_\_\_

**Number of anticipated student participants.** \_\_\_\_\_

**Number of school staff chaperones.** \_\_\_\_\_

**Number of parent chaperones.** \_\_\_\_\_

**Attach a description of activities scheduled for nonparticipating students.**