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.