

**OUT-OF-STATE, OUT-OF-COUNTRY, OVERNIGHT FIELD TRIP APPLICATION**

*Submit completed form(s) to the Building Principal for further processing.*

School(s):

Destination / Location:

Grade(s):

Name of trip

Purpose:

Educational objectives

Date(s) of Trip: From To

Teacher(s) / Adviser(s):

Estimated # of Students:

Estimated # of Chaperones (not less than 1 chaperone for every 10 students):

Attach the following, as appropriate for the specific trip, to this application:

* Vendor contract(s) *(contracts may be signed only by the CFO/COO or CEO).*
* Clear itineraries and timelines.
* All documentation to be provided to students, parent / guardians
* Completed *Field Trip Budget.*
* *Permission to Participate* form with “Name of Activity” section completed.

Advisor signature Date

Approval / Routing:

Athletic / Activities Director Date

Building Principal Date

Chief Academic Officer Date

CFO / COO Date

School Board Date



**OUT-OF-STATE, OUT-OF-COUNTRY, OVERNIGHT FIELD TRIP BUDGET**

Name of trip

Date(s) of Trip: From To

*Complete the contractor / vendor, if known. Enter the total dollar amount for all participants for each item in the Amount column. The Revised Amount column will be used when budget adjustments are needed. List additional items with sufficient detail for evaluators to understand the cost. Attach documents that support the calculation of the estimated costs.*

Number of paying: students , chaperones

Number of non-payment advisors

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| --- | --- | --- | --- |
| **Description** | **Contractor / Vendor** | **Amount** | **Revised Amount** |
| Airfare |  |  |  |
| Lodging |  |  |  |
| Ground transportation |  |  |  |
| Trip insurance |  |  |  |
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|  **Totals** |  |  |  |

**Cost per person**

*Describe how the field trip will be funded. If district budget is being used, provide account code in Description. If fundraising will be used, describe each fund raising activity and the expected total amount for all participants to be raised. List other sources, such as self-pay, donations, grants, etc.*

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| --- | --- | --- |
| **Source** | **Description** | **Amount** |
| District budget |  |  |
| Fundraising |  |  |
| Fundraising |  |  |
| Fundraising |  |  |
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Are students *required* to fund raise (circle one)? Y N

If yes, describe requirement

Are students allowed to make partial payments (circle one): Y N

If yes, describe schedule and how you will be assured that sufficient funds are available before costs are paid to vendors / contractors.

Advisor signature Date

Fundraising approval:

Principal Date

***ALL OF THE FOLLOWING MUST BE ATTACHED AND SUBMITTED WITH THIS REQUEST:***

**REQUEST PACKAGE MUST INCLUDE :** (Copies of these completed documents must also be kept on file at the originating school)

1. Principal/Adviser/Athletic Director signed Out-of-State, Out-of-Country and Overnight Field Trip Request and Summary Form.
2. List of pending chaperones (Out-of-State, Out-of-Country and Overnight field trips require adult supervision at a minimum ratio of one (1) adult per ten (10) students.
3. The letter/contract from the organization hosting the event outlining the terms and costs of the trip for each student and chaperone for each service they are providing or contracting for on the students’/advisers/chaperones behalf.
4. The letter/contract from the bus company transporting the students/advisers/chaperones to and from the trip destination and any other transportation during the duration of the trip– letter must include cost per person and terms of agreement (if applicable).
5. The letter from the vendor(s) estimating the cost of food, lodging, sightseeing/activities, costs associated with student performances/participation or any other costs that may be associated with the trip these things are not being provided by hosting organization (if applicable).
6. The letter/contract from any other vendor(s) participating in this event for any other service(s) not already mentioned here.

***COPY OF PARENT/CHAPERONE INFORMATION/REGISTRATION PACKET THAT INCLUDES:***

1. Copies of event appropriate Student Permission Forms
2. Copies of event appropriate Chaperones Agreement
3. Copies of event appropriate Student Health Information Form
4. Copies of event appropriate Advisers/Chaperones Health Information Form.
5. Copies of event appropriate Waiver and Release of Claims Forms for Students
6. Copies of event appropriate Waiver and Release of Claims Forms for Advisers/Chaperones
7. Complete Itinerary
8. Copies of any Parent/Chaperone Information that needs to be signed and/or acknowledged on the Student’s behalf or by the Chaperone or that is purely informational regarding the trip(includes any insurance included or recommendation for individual purchase, any contact information for advisers/chaperones name and phone number, a current email address for advisers/chaperones that will be accessible while during the trip. Short bios on the advisers/chaperones
9. Copies of any Parent Information regarding complete itinerary.
10. Any other permission/waiver forms that are required by any of the vendor(s) providing service for this trip.
11. References from other School Districts/Groups for the vendor(s) being used.