|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Date Submitted: tap/click here | | |  | Community-Based Education Activity Application | | | | | | | | | | | | | | | | | |
| Requestor Information | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Activity: |  | | | | | | | | | | | | | | | |
| Building: |  | | | | Teacher(s)/Grade: | | | | |  | | | | | | |
| Substitute Needed: | | | |  | | | If so, for what? | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Trip Information | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Destination: | | | | | |  | | | | | | | | | | |
| Purpose of Trip: | | | | | |  | | | | | | | | | | |
| Date(s): | | | | | |  | | | | | | | | | | |
| Departure Time: | | | | | |  | | | | | | Return Time: | |  | | |
| # Students: | | | | | |  | |  | | | | | | | | |
| Transportation (bus/auto): | | | | | |  | | | | | Number of Buses/Autos: | | | |  | |
|  | | | | | | | | | | | | | | | | |
| Chaperone Information (8:1 with each gender appropriately represented) | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Number of Chaperones: | | | | | |  | | Ratio Student to Chaperone | | | | | |  | | |
| Chaperone Name  and Affiliation | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Funding Source (Select appropriate funding) | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Cost per Student: | | | $ | | | | | | Total Cost: | | | | $ | | |  |
|  | | Building fund | | | | | | | | | | | | | | |
|  | | Activity/Fundraising fund | | | | | | | | | | | | | | |
|  | | Booster/Donation fund | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Reminders | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| * Application must be submitted to the building principal a minimum of 15 school days prior to the proposed activity. * All chaperones must be approved via District background check 10 school days prior to the proposed activity. * If trip is overnight or out-of-state, the *Overnight/Extended Trips for Activities and Athletics* form must be submitted to the Athletic/Activities Director a minimum of 40 days prior to the trip. The School Board must approve all overnight and/or out-of-state trips. | | | | | | | | | | | | | | | | |

**Authorization**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Name/Title Date**