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| |  |  | | --- | --- | |  | Overnight/Extended Trips for  Activities and Athletics | | | | | | | | | | | | | | | | | | | | |
| Date Submitted:      \_/      \_/\_ | | | | | | | | | | | | | | | | | | | |
| Requestor Information | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Head Advisor/Coach: | | | | | | |  | | | | | | | | | | | | |
| Team/Club: | | | |  | | | | | | | | | | | | | | | |
| Building: | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Trip Information (itinerary must be attached including hotel and if applicable, flight information) | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Destination: | | |  | | | | | | | | | | | | | | | | |
| Purpose of Trip: | | | | |  | | | | | | | | | | | | | | |
| Date(s): |  | | | | | | | | | | | | | | | | | | |
| Departure Date/Time: | | | | |  | | | | | | | | | Return Date/Time: | | |  | | |
| Number of Students: | | | | | |  | | | | |  | | |  | | | | | |
| Transportation (bus/auto/plane): | | | | | | | | | |  | | | | Number of buses/autos: | | | |  | |
|  | | | | | | | | | | | | | | | | | | | |
| Chaperone Information (8:1 with each gender appropriately represented) | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Number of Chaperones: | | | | | | | |  | | | |  | Ratio of Student to Chaperone: | | | | | |  |
| Chaperone Name(s) and Affiliation: | | | | | | | | | | | | | | | | | | | |
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| Funding Source (Select appropriate funding) | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Cost per Student/Athlete: $ | | | | | | | | |  | | | | | Total Cost: $ | |  | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Funding Source: | | | | |  | Building | | | | | | | | | | | | | |
|  | Activity/Fundraising | | | | | | | | | | | | | |
|  | Booster/Donation | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Reminders | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| * The School Board must approve all overnight/out-of-state trips. * The *Overnight/Extended Trips for Activities and Athletics* form must be submitted to the Athletic/Activities Director or Principal a minimum of 40 days prior to the trip. * All chaperones must be approved via District background check prior to the submission of this form. | | | | | | | | | | | | | | | | | | | |

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**Board Clerk Signature Date**

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**Director of Secondary Education Signature Date**

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**Administrator Signature Date**