



# 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 \_\_\_\_\_ Return \_\_\_\_\_

Date/Time: \_\_\_\_\_ 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:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## 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.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Secondary Education Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk Signature

\_\_\_\_\_  
Date