

CATEGORY 2 - FINAL APPROVAL APPLICATION - Extended and Overnight Field Trip
Due at least 10 days prior to departure

This form is to be submitted to the appropriate Assistant Superintendent/Executive Director of Education/CTE Director at least ten (10) days prior to an extended or overnight field trip for preapproval, as per Regulation 2320 and 2320P. **No fundraising, collection of fees, promotion, collecting or making deposits, or securing of permissions is to be done prior to preliminary approval.**

Specific details will be required when the final authorization request is submitted at least 10 school days in advance of the trip.

<u>School</u>	<u>Date(s) of trip</u>	<u># of school days affected</u>
<u>Class or group participating</u>	<u>Destination</u>	<u># of students</u>

Education objectives of the trip

Departure date: _____ **Return date:** _____
Time of Departure _____ **Time of Return** _____

Chaperones: # of adult chaperones— NOTE- Student chaperones attending elementary field trips require adult supervision):
 Teachers _____ Parents _____ Other Staff _____

Note: Elementary Field Trips must include a nurse.

Staff member in charge: _____ Cell number: _____

Transportation: School/Charter bus _____ Van _____ Train/Air _____ Parents** _____

*If by air or train, please state the carrier and flight./departure information:

Carrier _____ Flight/Departure _____

**If parents are selected, an explanation is required: _____

Accommodations Hotel Yes _____ No _____
 Hotel/Facility _____ Phone _____ Address _____

Arrangements for meals: _____

Financial Plan - Column A must equal Column B - Total costs not individual

Expenses		Source of funds	
Registration		ASB	
Transportation		Donations	
Housing		District	
Meals		Fundraisers	\$ -
Insurance		Students	\$ -
Substitutes	\$ -	Other	
Other			
Total	\$ -	Total	\$ -

The following information is required for a complete application. Applications missing this information will not be considered.

- A detailed itinerary with all hours accounted for during the trip including curfews.
- Final list of student names/grades participating.
- Final list of chaperones/phone numbers participating on trip
- If rental vehicle is being used, details must be arranged through Purchasing.
- Any use of watercraft must be noted and approved; no swimming, hot tub or spa allowed on field trips unless a certified lifeguard is on duty.

Staff completing application	_____	Date	_____
Principal approval	_____	Date	_____
Bookkeeper signature	_____	Date	_____
Asst Super / Exec Director approval	_____	Date	_____
CTE Director approval (if appropriate)	_____	Date	_____
Risk Management approval	_____	Date	_____