## PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

| Type of | Trip      |   | <del></del> |
|---------|-----------|---|-------------|
| Propose | ed Depart | rture Date Return Date  |             |
| Propose | er        | Position  |             |
| Date by | which re  | esponse is needed Proposal Date   |             |
| A.      | Purpo     | <u>oose</u>   |             |
|         | 1.        | What is the major place to be visited or event to be attended?                          |             |
|         |           |   |             |
| •       |           |   |             |
|         |           |   |             |
|         | 2.        | How is the trip related to the educational program of the District?                     |             |
|         |           |   |             |
|         |           |   |             |
|         |           |   |             |
|         | 3.        | In what ways will the students benefit?   |             |
|         |           |   |             |
|         | •         |   |             |
|         | •         |   |             |
|         | 4.        | In what ways will the District benefit?   |             |
|         |           |   |             |
|         |           |   |             |
|         |           |   |             |
|         | 5.        | How will the trip be evaluated to determine the extent to which these benefit realized? | its were    |
| •       |           |   |             |

- 1. What is the estimated total cost and cost per student?
- 2. What is the source of funds?
- 3. How will the funds be collected and safeguarded?
- 4. How will any shortfall be made up or excess funds used?
- 5. What provision has been made for students who are financially unable to pay any necessary costs?

| F.         | Communications |   |  |  |
|------------|----------------|---|--|--|
|            | 1.             | How will you communicate to parents prior to, during, and after the trip? |  |  |
| ·          | 2.             | List telephone numbers at destination and where group will be housed.     |  |  |
|            | 3.             | What information will be provided to the media and the community?         |  |  |
|            |                |   |  |  |
| Signature  | of the I       | Requestor Date  |  |  |
| Approved   | :              |   |  |  |
| Principal  |                | Date  |  |  |
|            |                | Date  |  |  |
| Board of I | Educati        | on Date   |  |  |