

Forest Grove School District

Code: **IICA-AR(2)**
Revised/Reviewed: Unknown; 2/22/16
Orig. Code(s): IICA-AR

Out-of-State/Overnight Trip Request

School: _____

Name of Group Requesting: _____ Staff Member Responsible: _____

Proposed Trip To: _____

Activity Involved: _____

Date of Departure: _____ Date of Event: _____ Date of Return: _____

Proposed activities which require students to be away from home overnight should be restricted to special circumstances, such as specific recognition for student accomplishment. Such requests require advance approval of the school administration and superintendent. All requests must be submitted to the superintendent or designee six weeks prior to the trip. Providing for the safety of the students and the maintenance of school standards must be assured before any trip can be given consideration. Please provide, in detail, answers to the following questions and check when completed.

- Formal Invitation:** Has a formal invitation to participate been received? What is the basis of the invitation or opportunity to participate in the activity? How recently has this student organization participated in a similar activity?
- Educational Benefits:** What are the anticipated additional educational benefits to be derived from participation?
- Cost:** What is the estimated total cost of the proposed activity? (Attach proposed budget)
- Funding:** How will funding be accomplished? How much of the total cost will be borne by participants? How many fund raising activities are planned? (Complete request for fundraising form, if needed)
- Instructional Time:** Does the proposed activity involve loss of school time? Will expense for substitute teachers be involved: Is the activity planned during a period of time usually reserved for family activities?
- Travel Arrangements:** What are the proposed arrangements for travel? (District bus or contracted services; time of departure and return)
- Lodging:** What are the proposed arrangements for lodging? (Name of place, address, and telephone number)
- Supervision:** What are the proposed arrangements for supervision? (Must include a school staff member) Have the supervisor give the list of students to health assistant for review. How are any special medical needs being met?
- Parent Information:** How will parents be informed of trip expectations and itinerary? (Attach copy of communication and include information)
- Emergency Communication: Cell Phone Required** so parents or District staff can communicate with supervisor during trip? If you do not have a cell phone, one can be provided by the District office.

Attach the Following Items:

- Answers to questions
- Copy of the itinerary
- Copy of letter to parents
- List of students
- List of supervisors including emergency cell phone numbers

**Principal approves and sends completed packet to the school improvement office for approval.
All required documents must be included before final approval of trip.**

School Administrator:

Approve Deny Date: _____ Signature: _____

Superintendent's Designee:

Approve Deny Date: _____ Signature: _____

Board:

Notify Staff initials _____ Date: _____ District Administrator Risk Management