Stanfield School District 61

Code: **IICA-AR**
Revised/Reviewed: 2/12/14

Extended Field Trip Request Form

Date: _____

Name of Group Requesting: _____

Staff Member Responsible: _____

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 circumstance. Such requests require advance approval of the school administration, superintendent and Board and will be reviewed in accordance with procedures outlined in Board policy IICA - Field Trips and Special Events.

Please provide in detail, answers to the following questions Attach your answers and a copy of the trip itinerary to this form.

1. Has a formal invitation to participate been extended? What is the basis of the invitation or opportunity to participate in the activity?
2. What are the anticipated additional educational benefits to be derived from participation?
3. What is the estimated total cost of the proposed activity? (Attach a proposed budget.)
4. How will funding be accomplished? How much of the total cost will be borne by participants? How many fund-raising activities are planned?
5. List the ways which have been considered to raise funds to support the trip.
6. 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?
7. What are the proposed arrangements for travel?
8. What are the proposed arrangements for lodging?
9. What are the proposed arrangements for supervision?
10. Have all chaperones/volunteers been approved through a Criminal Background Check? Have all volunteers taken the annual online Child Abuse for Volunteers training?
11. How recently has this student organization participated in a similar activity?
12. How are parents going to be informed of trip expectations and itinerary?
13. Has the district's liability been examined by the business manager?

☐ Approved ☐ Deny

_____
Building Principal Signature Date

☐ Approved ☐ Deny

_____
Superintendent Signature Date

☐ Approved ☐ Deny

_____
Board Chair Signature Date