

PROPOSAL FOR OVERNIGHT/EXTENDED OUT-OF-STATE OR
OUT-OF-COUNTRY STUDENT TRIPS

Type of Trip _____

Proposed Departure Date _____ Return Date _____

Proposer _____ Position _____

Date by which response is needed _____ Proposal Date _____

A. Purpose

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 Corporation?

3. In what ways will the students benefit?

4. In what ways will the Corporation benefit?

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

B. Students and Staff (cont'd)

2. How many students in total?
3. How many students are currently experiencing academic problems?
4. Which staff member(s) will be in charge?
5. What previous experience has the staff member had in conducting overnight or extended field trips?
6. What other staff members will be going?
7. How many chaperones, in addition to staff members, will be going?
8. What are their names and affiliations with the students?
9. How many school days will be missed?

10. How will teachers be advised in advance that the students will be out of school?

C. School Work

1. How will missed work be made up?
2. What special assistance will be provided students with academic problems?

D. Itinerary

1. What is the destination?
2. What will be the mode of transportation? What liability insurance does the carrier have?
3. Where will the group be housed and fed?

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?
5. What arrangements have been made for dealing with emergency situations?
6. If tour guides are involved, what liability insurance do they carry?

E. Finances

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?
4. Are there any language barriers that will affect participants of this trip? If yes, please explain how they will be overcome.

G. Safety

1. Are there any medical issues surrounding any student/staff wishing to participate on this trip? (refer to Form 5341 F1)
2. Are there any political issues that might affect the safety of student or staff? (please explain)

H. Assurances

1. Please describe the trip, sponsor(s), and guides.

I. Intended learning outcomes from this trip. (Detail)

J. List of adult chaperones anticipated.

Date submitted _____

By whom _____

Approved of the principal _____

Date of approval _____

Approval of the Superintendent _____

Date of approval _____

Approval of the Board (Date) _____