

School-Related Student Day Trip and Overnight Trip Request Forms

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL TWO (2) WEEKS PRIOR TO THE TRIP. IF BOARD APPROVAL IS REQUIRED, THE BOARD MUST RECEIVE THE FORM AT LEAST TWO (2) TWO WEEKS IN ADVANCE OF TRIP.

INFORMATION

- Sponsor's Name Sherril Tanner Club or Dept Migrant Education
- Name of all chaperones Sherril Tanner, Heather Van Winkle ?
Estefania Rivera
- Where will the group be going? Albuquerque New Mexico
- Purpose of the trip Migrant Education Conference
*If the trip is a State Competition Trip, meals will be reimbursed at a daily rate of \$30.00, and must be accompanied by receipts.
- When is it to be held? Date 5/2 - 5/6 2020 Departure Time 1:00 PM
Estimated Travel Time 2.11 hours
- City Albuquerque State NM Estimated Distance (Round trip)
- Place of overnight lodging (name, address & phone #)
- Identify students by name (use attached sheet, if necessary) Victor Lopez, Jeremy Lopez,
Andria Hernandez, Selena Lopez, Rosacelda Lopez, Eulalia Andres,
Beatriz Rivera, Maria Francisco
- Cost to students 0 Cost to school organization 0 Cost to Board 0
- Describe the relevance of the trip: educational, cultural, etc./educational activities The students
will attend the conference sessions and will present
their story at the conference
- Other activities planned
- How will this trip benefit your students? They will learn the importance
of continuing their education.
- Type of transportation used American Airlines
- Have trip permission slips been signed and are they in the possession of trip sponsor or leader?
☒ Yes ☐ No If NO, indicate why:

Sherril Tanner 2/24/20 [Signature] 2/24/2020
Sponsor's Signature Date Principal's Signature Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval

Signature of Superintendent/Designee

Date

Board Approval Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 2/23/2015