

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board. Complete pertinent information on next page.

Destination Europe - Switzerland, Germany, and Austria

Date(s) of Trip April 8 - 16, 2023 Time of Departure TBD *Time of Return TBD

Approximate Mileage (one way) N/A

Approximate Number of Students 15 Approximate Number of Adults 10

Number of Buses Required 0 Method of Transportation (if not school bus) Flights

Will you stop for lunch? YES NO If "YES", where? _____

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 0 Justification: What is to be learned? _____

How will the experience be used and evaluated? This is an educational trip to learn about the cultures of these countries.

Names of chaperones (if applicable) Rex Hanson, Lisa Mudd, and Mary Ellen Lunsford are EIS chaperones

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?
YES NO

TRIP INFORMATION

Financial Costs

Mileage (estimate) \$ _____

Driver (estimate) \$ _____

Hotel \$ _____

Meals \$ _____

Admission \$ _____

TOTAL \$ _____

Method of Payment

Student Payment \$3,600

School Activity Acct \$

Athletic Boosters \$

Band Boosters \$

Requested by Rex Hanson Date 11/2/22

Approved/Disapproved _____, Principal Date _____

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Superintendent approval is required for all overnight field trips.

*On school days, the return time should not exceed 2:00 p.m.