STUDENTS 09.36 AP.21

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.	
FACULTY MEMBER(S) SPONSORING TRIP	
TYPE OF TRIP (CHECK ONE):	
☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify ☐ Organization/Club Trip, specify ☐ Other DESTINATION ADDRESS	r (athletic, band, if applicable)
☐ Out of State ☐ Out of County ☐ Within County ☐ Overnight; give name, address, phone of lodging	
DATE(S) OF TRIP DEPARTURE TIME	RETURN TIME
PURPOSE/EDUCATIONAL VALUE	
SOURCE OF FUNDING FOR TRIP	
NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.	
BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY	
NUMBER OF: STUDENTS FACULTY SPONSORS OTHER CHAPERONES TOTAL # OF PARTICIPANTS	
MODE OF TRANSPORTATION	
☐ CERTIFICATED COMMON CARRIER; SPECIFY	
☐ PRIVATE VEHICLE, AS ALLOWED BY POLICY; SPECIFY DRIVER(S)	
SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)	
Have all chaperones undergone the required records check principal/designee to supervise students? ☐ Yes ☐ N	
Signature of Faculty Sponsor	Date
Signature of Principal	Date
Signature of Additional Faculty	Date
Trip has been □ approved □ disapproved. Reason for disapproval	
Signature of Board Chairperson	Date
For overnight and/or out-of-state trips, approval of the Board may be required by policy 09.36.	

Related Procedures: 09.36 AP.211, 09.36 AP.23 Review/Revised:3/9/23