

FIELD TRIP REQUEST FORM

Name of School: RCHS

Date of Field Trip: 6-24-24 → 7-1-24

Days of School Missed: 0

Location of Field Trip: Costa Rica

Grade Level and Number of Students Attending: 9 students Grades 11-12

Number of Chaperones Attending: 5 chaperones

What form of transportation will be used? * Be Specific. Airplane / Charter bus

Have field trip rules been explained to the students and chaperones?	YES <u>✓</u>	NO
Are there students being denied the right to attend due to finances?	YES	NO <u>✓</u>
Does this trip comply with Title IX equity issues?	YES <u>✓</u>	NO

Brief Description (Be specific regarding educational purpose):

Students have paid for an educational tour of Costa Rica, taking place in the summer of 2024.

Please check the appropriate box:

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To be used for 1 (one) day trips using school bus or private automobile.*

NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

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To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.

TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.

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To be used for trips taken by common carrier.

TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: Craig Lushnes

Principal Signature: Michael Wilson

Date Approved: 1/12/24

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.