

OVERNIGHT FIELD TRIP REQUEST FORM

This form is to be used by school personnel requesting an overnight field trip to any planned event (academic competition, athletic competition, band trip/competition field trip, etc.). Overnight trips must be filed with the Superintendent at least three (3) months prior to the planned trip for approval of the Scott County School Board. Please attach an agenda.

Name of School _____ Grade/Group _____

Activity/Event _____

Location _____

Date(s) _____

Purpose of Trip _____

No. of persons to be transported: _____ Students _____ Sponsors _____ Chaperones _____

Type of transportation: _____ Chartered Bus _____ School Bus _____ Private Car(s) _____

If Chartered Bus, please provide name of bus company, address, and telephone number:

Total cost of trip: _____

How will trip be financed? _____

Maximum Out-of-Pocket Student Cost: _____

Estimated Student Cost (after fundraisers, etc.): _____

How will students unable to pay their share be given an opportunity to go on the trip? _____

Place/date/time of departure: _____

Place/date/time of return: _____

Name/address/phone no. of lodging (if applicable): _____

Name of teacher(s)/chaperone(s) accompanying group: _____

How will the cost of the chaperone's expenses be covered? _____

Approved _____ Disapproved _____

Principal/Assistant Principal: _____

Date: _____

Date School Board Approved _____ Disapproved _____

*Include with the agenda, how students will be allowed to earn money to assist in paying for their expenses of the trip.

*The Superintendent or his/her designee may revoke permission for a scheduled field trip if a natural or manmade incident(s) should create an unsafe environment for our students and staff.