

# REQUEST FOR AN OUT OF STATE TRIP

Out of State Trips are for Performance and/or Competition Only!

“All students must be eligible to participate unless the trip occurs during a school holiday of a full calendar week or more [ex. December holidays, Spring Break]”

**MUST BE SUBMITTED FOR APPROVAL TO THE OFFICE OF YOUR ASSOCIATE SUPERINTENDENT OF CAMPUS DEVELOPMENT AT LEAST THREE WEEKS PRIOR TO THE TRIP!**

1. School \_\_\_\_\_ Name of Group \_\_\_\_\_
2. Teacher (s) \_\_\_\_\_ Dates (s) \_\_\_\_\_
3. Destination \_\_\_\_\_ Time \_\_\_\_\_
4. Purpose of Trip \_\_\_\_\_
5. Number going (ratio 1:10): Students \_\_\_\_\_ Chaperones \_\_\_\_\_  
**Water Activity Trip (ratio 1:5)**
6. Complete itinerary attached for overnight trips \_\_\_\_\_
7. Type of transportation to be used – students are not to drive: \_\_\_\_\_  
\_\_\_\_\_ To be paid from school budget \_\_\_\_\_ To be paid from \_\_\_\_\_ budget  
(activity accounts, booster club, etc).
8. Names of teachers/chaperones for car, van, bus: \_\_\_\_\_
9. Cost per student \_\_\_\_\_
10. Source of money \_\_\_\_\_ District allocated funds \_\_\_\_\_ Activity \_\_\_\_\_ Assessment of students
11. If applicable, give details of fund raiser (there can never be any personal solicitation of money from the business community, service clubs, nor advertising sold for programs, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Once approval is received from your ASCD, complete the check list below.

- \_\_\_\_\_ Formal request to be absent from school on trip date (s)
- \_\_\_\_\_ Bus Requisition. **MUST BE SUBMITTED TWO WEEKS PRIOR TO TRIP**  
(May not submit without record of approval of your ASCD)
- \_\_\_\_\_ Attach complete list of students to APPROVED request to be placed in campus file
- \_\_\_\_\_ Secure parent/guardian signature on “Field Trip Consent/Medical Release Form” from  
Each student going on trip – **SPONSORS MUST TAKE COPY OF THIS SIGNED FORM FOR EACH STUDENT WITH THEM ON THE TRIP.**

\_\_\_\_\_  
Administrator going on trip

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_ Approved Date \_\_\_\_\_

\_\_\_\_\_  
ASCD's Signature

Date

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

If approval is given, all School Board Policy and Administrative Procedures must be followed. Send all three copies to your ASCD's office. Yellow copy will be forwarded to office paying transportation costs – pink will be returned to requesting sponsor.