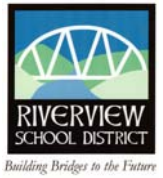


Extended Field Trip District Form

P2030-7F1



Extended Field Trip (Minimum chaperone ratio 1 to 10.) Extended field trips, which take students out of state over-night or are planned to take students to a foreign country, must be approved in advance by the School Board. Paperwork must be submitted to the Superintendent's Office at least 20 days before the next regularly scheduled School Board meeting.

**BOTH MALE AND FEMALE CHAPERONES ARE REQUIRED
IF YOU HAVE BOTH MALE AND FEMALE PARTICIPANTS/STUDENTS.**

School _____ Destination _____
Applicant _____ Departure Date _____ Time _____
Date of Application _____ Return Date _____ Time _____

Purpose of Trip (Learning Objective, Competition, Athletics, etc.) _____

Itinerary Attached

Person in Charge _____ Type of Event (Athletics, Competition, Etc.) _____
Number of Teacher Chaperones M/F _____ (Type of Event continued) _____
Number of Parent Chaperones M/F _____
Number of Participating Students _____ Male _____ Female _____
Substitute (S) Needed? Yes No Who Will Pay for Substitute? _____ Their Initials _____

Transportation: Type _____ Cost: \$ _____
(School Bus, Commercial, Watercraft, Private Vehicle, Etc.)

Housing: Type _____ Cost: \$ _____
(Motel, Hotel, Dorm, Private Home, Etc.)

Food: Number Participating _____ Cost Per Participant _____ Cost: \$ _____

Other Costs: _____ Cost: \$ _____
(Sightseeing, Entrance Fee, Extra Insurance Coverage, Etc.)

Total Cost of Trip: \$ _____

Source of Funds:

District Budget	Account No. _____	\$ _____
Building Budget	Account No. _____	\$ _____
Student Body	Account No. _____	\$ _____
Individual Students	Number of participants _____ Amount paid by student _____	\$ _____
Other	_____ (Booster club, PTSA, Scholarship, etc.)	\$ _____

***The total cost of the trip must equal the source of funds**

Total Source of Funds: \$ _____

_____	Staff Signature	_____	Date
Approved By: _____	Principal/Designee	_____	Date
Approved By: _____	Superintendent	_____	Date
Approved By: _____	School Board President	_____	Date