

Salt Lake City School District

I – 19 Form D (See Policy and Administrative Procedures)

Title: Overnight/Extended Trips or Activities
Request For Student Overnight Extended Trips Or Activities To Local School Councils

Index: I = Instructional Policies

(Must be submitted to the SCC/SIC at least one month prior to departure for approval)

School _____

Teacher sponsor _____ Student group _____

1. Attach detailed itinerary; breakdown of costs and revenues
2. Type of trip or overnight activity, number of students and grade level:

3. Destination, dates: _____

Number of school instructional days missed: _____
UHSAA activity? yes no
4. Type of transportation _____
Current insurance/liability in force? yes no
Drivers names (if their vehicle) _____
5. Number of adult chaperones: _____
Minimum of two chaperones for all trips; gender(s) related to group
Chaperone trip expenses are being paid by _____
6. Reason for trip, educational objectives _____

Are appropriate alternative education experiences being provided? _____
7. What are total costs per student? _____ (Include breakdown of revenues to cover all costs)
Confirm that costs do not place undue burden on families.
Fund raiser yes no
8. Sponsor certifies that this trip was included in an open disclosure document, 80% of parental/guardian approval sheets have been obtained, and all approval sheets will be submitted to the principal prior to departure.
9. Please indicate approval by the SIC, SCC and 80% parental approval:

Sponsor Date

SIC chair Date

Principal Date

SCC chair Date

Reviewed on 2/1/2010