

# Salt Lake City School District

## I – 19 Form E (See Policy and Administrative Procedures)

Title: Overnight/Extended Trips or Activities

Index: I = Instructional Policies

Must be submitted to the Board of Education one month prior to departure if 1) cost per student exceeds cost estimate on Intent to Conduct Student Overnight/Extended Trips or Activities-Form C by more than 10% 2) if missed instructional days exceeds limits for grade level, or 3) if trip or overnight activity was not included in the annual Intent to Conduct Student Overnight/Extended Trips or Activities - Form C.

School \_\_\_\_\_

Student group \_\_\_\_\_

Date received in the superintendent's office:

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 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 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
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Principal	Date	SCC chair	Date
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Reviewed on 2/1/2010