

Salt Lake City School District
I – 19 Form F (See Policy and Administrative Procedures)

Title: Overnight/Extended Trips or Activities
Request for Student Overnight/Extended Trips Or Activities By A Special Program

Index: I = Instructional Policies

Please use this form for trips sponsored by district departments or a group of students from more than one school.

School _____

Teacher sponsor _____

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 _____
7. Are appropriate alternative education experiences being provided?
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 appropriate individuals.

Advisor Date

Principal Date

Reviewed on 2/1/2010