



Aztec Municipal School District Field Trip Request

The Key Club respectfully requests permission to travel to Tempe AZ for District Contest & Convention.

Points to Consider Before Requesting Approval

- Appropriate for the age level, grade level, and curriculum?
- All district employees will travel on the bus unless prior approval by the Principal?
- Request made long enough in advance so that arrangements can be made prior to the trip?
- Written permission must be obtained from the parents or legal guardians?
- Have these students attended this trip or a similar trip in the past three years?

Justification for Trip – How does this trip align with your school’s current 90 Day Plan, the learning standards in your classroom, and how it will improve the learning of your students?

Type or attach narrative:

Date(s) of Trip: April 5, 6, 7, 2024

Time of Departure: 7am **Time you will Arrive Back:** 8pm

Names of Adult Chaperones: Kate Harvie

Estimated Cost of The Trip: \$ 3,186.00 Please attach an itemized list of costs.

Will fundraisers be used to secure funds for this trip? Yes No

Please attach a list of approved fundraisers.

Name of Person Making Request: Kate Harvie **Date Request Submitted:** 2/25/2024

Approved by:

Principal/Athletic and Activities Director:

Cory McCoy

Date 2/27/24

Superintendent:

_____ Date _____

Board of Education: (If required per Board Policy IJOA)

Date _____

I-6500 IJOA
FIELD TRIPS

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day and shall be limited to a distance of not more than one hundred (100) miles one (1) way from the school. Longer trips or overnight trips must have Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

Adopted: April 14, 2020