

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
Submit to Principal/Administrator and Superintendent's Office no less than two months
prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: Christopher Almen-Sjogren - Two Rivers

Date of Trip/Destination/Who trip is for: 8/29-8/30 - Duluth - Girls Swim and Dive

Did you complete **FORM 1** for this trip and receive the required approval? Yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	8/29-8/30
2. Trip destination	Duluth
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template:</i> <u>PARTICIPANT ROSTER</u>	TBD
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	☒ Duluth Itinerary
5. Final number of student travelers	TBD
6. Final number of adult travelers who are paying their own way/fare.	0
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	3-4 (paid for through the Booster Club)
8. Final number of district employees (also include in #6 and #7 counts)	3-4
9. Ratio of adults to students	10:1 10:1 or less
10. FINAL TOTAL of Number of Travelers (Adults and Students)	TBD
11. Have parents received detailed information about the cancellation policies and fees?	They will at the team meeting on August 17th
12. Is travel insurance through the tour company required OR optional for your travelers?	No

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13. Has the district completed background checks for <u>all</u> adults?	Yes, prior to season beginning
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	Private
15. How will you communicate with travelers while on tour?	The team uses the GroupMe App to communicate
16. How will you communicate with families back home/not on tour?	GroupMe App
17. What is your plan for those requiring medication?	There will be a medical bag for those who require medication

Christopher Almen-Sjogren

Staff Member's/Group Leader's Signature

8/11/26

Date

Required Approvals:

 AD

Principal Signature

8/12/26

Date



Superintendent/Designee Signature

8/19/26

Date

School Board Approval

Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.