MOLALLA HIGH SCHOOL • 357 FRANCES STREET • PO BOX 309 • MOLALLA, OR 97038 • 503-829-2355

Las Vegas, NV

EXTENDED FIELD TRIP REQUEST FORM - (Overnight Trip Request)
MHS Athletics Overnight Travel Request and Parent Permission Form

Name of Group Requesting: Cheer Staff Member Responsible: Sally Dillon

Activity Involved: National Cheer Competition

Date of Departure: 2/17/27 Date(s) of event: 2/18/27 Date of Return: 2/19/27

Proposed activities which require students to be away from home overnight should be restricted to special circumstances. Such requests require advance approval of the school administration, superintendent and Board and will be reviewed in accordance with procedures outlined in policy ICAB-AR.

Please provide, in detail, answers to the following questions. Attach your answers and a copy of the trip itinerary to this form. **(Or fill out this google form)**

1. Has a formal invitation to participate been extended? What is the basis of the invitation or opportunity to participate in the activity?
2. What are the anticipated additional educational benefits to be derived from participation?
3. What is the estimated total cost of the proposed activity? (Attach a proposed budget)
4. How will funding be accomplished? How much of the total cost will be borne by participants? How many fund-raising activities are planned?
5. List the ways which have been considered to raise funds to support the trip.
6. Does the proposed activity involve loss of school time? Is the activity planned during a period of time usually reserved for family activities?
7. What are the proposed arrangements for travel?
8. What are the proposed arrangements for lodging?
9. What are the proposed arrangements for supervision?
10. How recently has this student organization participated in a similar activity?
11. How are the parents going to be informed of the trip expectations and itinerary?
12. Has the district's liability been examined by the Chief Financial Officer?

Approved ✓ Deny____ Building Principal Signature M Jones Date 10/27/26

Approved____ Deny____ Superintendent Signature_____ Date _____

Approved____ Deny____ Board Chair Signature_____ Date _____

Overnight Reminders for Coaches/School District Employees

Approval Request

- Please fill out the trip request form (available on a google form also) and send it to Mike Lord. Make sure your responses to all 12 questions are included on your request form. You can also email your responses/itinerary to Mike Lord. Email or google form - your choice

Supervision

- The safety and litigation-related issues which arise from school trips stem from inadequate supervision.
- MRSD expects sufficient supervisory staff and/or volunteer chaperones on hand to ensure all students are supervised for the trip.
- All volunteers must be background checked and approved through the school district. Michelle and Mike will need a list of all approved volunteer chaperones.

Liability Waivers/Informed Consent

- Parent permission form for your overnight trip must be signed and filled out by each parent. Please keep these forms in your possession during your trip.

Student Code of Conduct

- All participants of your trip are subjected to the MRSD/MHS student code of conduct.
- All participants will adhere to all school rules.