

## 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: Bruce Carpenter- Two Rivers High School

Date of Trip/Destination/Who trip is for: 7/30-31 Two Rivers High School/ Two Rivers Football Team

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

TOUR CHECKLIST	RESPONSE
1. Dates of travel	7/30-31
2. Trip destination	Warrior Field/ Two Rivers High School/ Overnight
<b>3. SUBMIT:</b> Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template:</i> <a href="#">TOUR ROSTER</a>	<a href="#">TR Football Overnight Roster</a>  *This roster represents the entire known roster of 10th-12th graders. Prior to the event (By whatever date you request) we will complete a registration process and have ALL needed roster information, contact info and medical information for the kids who actually end up attending.
<b>4. SUBMIT:</b> Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	<input type="checkbox"/> Culture Building Overnight Plan
5. Final number of <b>student travelers</b>	76
6. Final number of <b>adult travelers who are paying their own way/fare.</b>	9
7. Final number of <b>adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]</b>	0
8. Final number of <b>district employees (also include in #6 and #7 counts)</b>	7 Who teach in District- 2 Who coach football in district
9. <b>Ratio</b> of adults to students	1 Adult for every 8 students
<b>10. FINAL TOTAL of Number of Travelers (Adults and Students)</b>	85
11. Have parents received detailed information about the cancellation policies and fees?	This will be a no cost overnight supported by our football boosters

