

## **PROCEDURE FOR OVERNIGHT LODGING**

All District sponsored programs and activities shall follow the established overnight lodging procedure when making room assignments.

1. Students shall complete the Lodging Request Form identifying up to six students they would like to room with.
2. To the best of their ability coaches/advisors will make room assignments based on the Lodging Request Form and considering the students age/grade and compatibility. A Lodging Roster will be developed and shared with students and parents.
3. Parents must sign the Lodging Roster and return it to the coach/advisor one week in advance of the overnight event/activity. The Lodging Roster will allow the student or parent(s) to request an accommodation.
4. Coaches/advisors will have one spare room available when making lodging plans in the event an accommodation is made prior to students checking into their rooms.