

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: July 23-24, 2025/. Eau Claire, WI/ Two Rivers 10th-12th Grade Football

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

TOUR CHECKLIST	RESPONSE
1. Dates of travel	July 23-24th (One night only)
2. Trip destination	University of Wisconsin Eau Claire
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template: TOUR ROSTER</i>	Complete roster will be shared at least 2 weeks prior to the event. Due to form 1 requesting that information not be shared about the trip until it is confirmed there is no confirmed roster at this time.
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Itinerary is attached
5. Final number of student travelers	Estimated at 50
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]	5- Their fare will be paid for by the Football Boosters Club
8. Final number of district employees (also include in #6 and #7 counts)	Estimated all 5 chaperones/Coaches will be district employees
9. Ratio of adults to students	10 to 1
10. FINAL TOTAL of Number of Travelers (Adults and Students)	55
11. Have parents received detailed information about the cancellation policies and fees?	Until we receive confirmation that the trip is a go we will not have these discussions, however, we anticipate full refunds if a student can't join us.
12. Is travel insurance through the tour company required OR optional for your travelers?	This is an overnight team only football camp, not a tour, so no tour company

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13. Has the district completed background checks for <u>all</u> adults?	If we do need a non-district person to join our group they will go through the required background check.
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.	This camp will be our team only. No Tour groups.
15. How will you communicate with travelers while on tour?	Group Messaging
16. How will you communicate with families back home/not on tour?	Group Messaging
17. What is your plan for those requiring medication?	Medications will be handled on a case by case basis with communication with parents and athletes.




 Staff Member's/Group Leader's Signature

2/18/2025

 Date


Required Approvals:



 Principal Signature

2/18/25

 Date



 Superintendent/Designee Signature

2/21/25

 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.

** Pending receipt of roster with details included in template.*

DRAFT-DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST
FORM 1- Site and district approval is required before students/families are notified of the trip and before any funds are collected for the potential trip.

Part 1 - Approval to Plan & Recruit for an Extended Trip- COMPLETE IN FULL

Date of this request: 1/31/25 Your name and school: BRUCE CARPENTER - Two Rivers

Your Email: bruce.carpenter@isd197.org Your Phone Number: (815) 245-1886

Date Principal was notified of this trip: _____

Dates of Trip: 7/23/25 - 7/24/25 Date/Time Leaving: 10:00 AM Date/Time Returning: 2:00 PM

Destination(s): Eau Claire Wisconsin

Who is this trip for (subject and grade levels)? 10TH-12TH GRADE - FOOTBALL TEAM

Estimated number of students that will participate: 50

Estimated number of chaperones that will participate (all chaperons must undergo a background check): 6

*Chaperone names: Bruce Carpenter, Stan Eskierka, Tom Orth, Deacon Klemme

WE WILL SECURE 2-4 MORE BEFORE THE EVENT. THESE 4 ARE CURRENTLY COMMITTED

What is your chaperone ratio: One Adult Chaperone for every _____ students (minimum of 2 regardless of the number of students and at least 1 for every 10 students). *Chaperones are defined as adults (minimum age of 21) who accompany and oversee groups of students. At least half (and no less than 2) of the chaperones must be current School District 197 employees. (Exceptions can be made to this requirement by the Superintendent. Provide rationale.)

Form of Transportation: Bus Transportation Costs: \$ \$1,326.00

(For liability purposes, all transportation must be provided by district transportation, contracted services, or public transportation. Private transportation is NOT allowed. Vehicle rentals are considered a contracted service. Allowable vehicles are specified and drivers must have a Type III license. Call the ISD 197 Transportation Department at 651-403-8320 for details.)

Lodging Name/Location: UW Eau Claire Dormitory Lodging Costs: \$ 24.00 Per person, Per Night

(For liability purposes, all lodging must be public accommodations - hotel, public dormitory, etc. Exceptions may be requested and submitted to the Superintendent for consideration and possible approval.) \$1,200.00 TOTAL EST.

Cost per adult/chaperone: \$ 130.00 Costs covered by: _____

Cost per student: \$ 130.00 Costs covered by: FAMILIES AND SUBSIDIZED BY FOOTBALL BOOSTERS

Sub costs, if any, paid by: Warrior Football Boosters TOTAL COST: \$ EST. \$3,000

Please list all current School District 197 employees who will accompany this trip: _____

Bruce Carpenter, Tom Orth, Deacon Klemme

Provide a general description of the trip and include 1) the educational purpose/goal of this trip and 2) a summary of the agenda/itinerary (feel free to note and attach additional documentation): _____

Football Team Camp to focus on leadership development, skill development and team bonding - General Outline ATTACHED

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If applicable, Tour Company Name: _____
 If applicable, Tour Company Customer Service Phone #: _____
 If applicable, Tour Company Emergency Phone #: _____


Trip Leader experience with educational travel as an adult (attach additional sheet if more space is needed):

Year	Destination(s)	# of Student Travelers	Age Range of Travelers	Your Role (coordinator, adult/chaperone, parent)
2004 - 2021	Football Team Travel 5 TO 7 TRIPS PER YEAR	55-65	17-22 yrs old	COACH, ADVISOR, COORDINATOR
2012, 2013	Senior Class trip TO Disney	35	16-18 yrs old	Coordinator, Advisor Chaperone

As the trip leader, I assure that...

[Please check the boxes that apply below, review the linked document, and sign the form before submission]

- I have not/will not communicate this potential trip until preliminary approval of this form has been attained from both the principal and superintendent.
- I will follow the room assignment procedures outlined in the Overnight Field Trip and Gender Inclusion Procedures document.
- When the trip is communicated to families, communication will include:
 - o that the trip has received preliminary approval, but will not receive final approval until closer to the date of the trip
 - o that the trip may be canceled for a variety of reasons (insufficient chaperones, pandemic, destination issues)
 - o that students will complete a room assignment preference form
 - o the financial details describing:
 - Any fees that will not be refunded by the company or district if the trip is canceled
 - Options for travel insurance (including potential areas the insurance WON'T cover (cancellation, etc.)
 - All the options for meeting the financial commitments of the trip (family pays, fundraising opportunities, etc.)




 Trip/Group Leader's Signature

1/31/2025

 Date

Part 2 - Approvals:

 AD

 Principal Signature

1/31/25

 Date



 Superintendent/Designee Signature

2/12/25

 Date

Once this form has been signed by your site administrator, submit it to the Superintendent for review and possible approval. Once approved, a signed copy will be returned to you. Then the trip leader may proceed with FORM 2 of this process.