

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: Robert Hanson - TRHS

Date of Trip/Destination/Who trip is for: 3/20 - 3/29/26 / Costa Rica / Gr. 11, 12 Spanish Students

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

TOUR CHECKLIST	RESPONSE
1. Dates of travel	March 20-29
2. Trip destination	Costa Rica
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. Link to roster template: <u>TOUR ROSTER</u>	https://docs.google.com/spreadsheets/d/1WsF1Pjkf7E6H83QBGiVjW_ML1SSXNwiRrjWTggC3Zr4/edit?usp=sharing
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	https://www.explorica.com/My-Account/My-Tours/TourCenter.aspx
5. Final number of student travelers	27
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
8. Final number of district employees (also include in #6 and #7 counts)	2
9. Ratio of adults to students	8-1
10. FINAL TOTAL of Number of Travelers (Adults and Students)	30
11. Have parents received detailed information about the cancellation policies and fees?	yes

12. Is travel insurance through the tour company required OR optional for your travelers?	optional
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13. Has the district completed background checks for <u>all</u> adults?	yes
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.	TBD
15. How will you communicate with travelers while on tour?	In person
16. How will you communicate with families back home/not on tour?	The guide has a daily update. I will be emailing and checking emails daily
17. What is your plan for those requiring medication?	I will know ahead of time what medications are being taken and make sure that it is happening. One of the chaperones is a nurse.

_____**Robert A Hanson**_____ Staff Member's/Group Leader's Signature
Date -1/15/2026

Required Approvals:

__________
Signature Date 1/16/2026 Principal

__________
Superintendent/Designee Signature Date 1/20/26

Board Approval Date Approved _____ School