

OVER NIGHT and OUT OF STATE FIELD TRIP REQUEST FORM
Independent School District 308

Approval by the trip committee is needed before the school board will grant final approval. Trip plans should not be made until this approval is granted. This completed form should be returned to the Principal. Plan for at least 30 days turn around time at minimum.

Name of Organization Student Council

Educational Benefit or Reason for Trip To provide student council members an opportunity to collaborate with peers across the state.

Dates of Proposed Trip October 28-29 Destination Shakopee, MN
(attach itinerary)

Number of Students Planning to Attend 3 Number of Chaperones 1

Name of Chaperones Jen McNamee

Which chaperones have not had background checks? N/A

Cost to Each Student for the Trip There will be no charge to students—the conference is free, and student council will cover the transportation and overnight stay.

Total Trip Cost Cost will be 1 hotel room for 1 night and transportation with school vehicle.
(include hotel, subs, transportation, entrance fees-you may need to attach documentation)

How are funds to be raised? (Be as specific as possible) Student Council funds will be used

What is the plan if not enough money is raised by the deadline? N/A

What is the down payment required for the trip? N/A

What type of transportation will be used? School Vehicle

What are the housing arrangements? 1 hotel room

What is the plan for communicating with parents of the students involved? Email will be sent to students to share with parents
(attach letters, phone log, etc.)

What are the eligibility requirements, ie. Grade, behavior? Must be students in good standing (no failing grades, no MSHSL or school disciplinary violations)

Other comments to support the trip This is a great opportunity to work with our school board.

I, _____, understand and accept the risk of supervising students on this trip.

Signed: _____

Date: _____

Committee Approval: Yes No
Comments:

