

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.

Trip Leader/Staff Member Name: Jim Bruder

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

TOUR CHECKLIST	RESPONSE
1. Dates of travel	2/11 - 2/12/26
2. Trip destination	Giants Ridge, Biwabik, MN
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response. <i>Link to roster template: TOUR ROSTER</i>	George Dahlager, Aaron Cortes Mera, Jim Bruder, Celeste Kiewel
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	TBD
5. Final number of student travelers	2
6. Final number of adult travelers who are paying their own way/fare.	
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]	2
8. Final number of district employees (also include in #6 and #7 counts)	2
9. Ratio of adults to students	1:1
FINAL TOTAL of Number of Travelers (Adults and Students)	4
12. Have parents received detailed information about the cancellation policies and fees?	yes
13. Is travel insurance through the tour company required OR optional for your travelers?	no
15. Has the district completed background checks for all adults?	yes

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.

16. 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.	private
17. How will you communicate with travelers while on tour?	phone, email
18. How will you communicate with families back home/not on tour?	phone, email
19. What is your plan for those requiring medication?	written authorization to administer any medication from parent

Staff Member's/Group Leader's Signature

2/5/26

Date

Required Approvals:

Principal Signature

2/5/26

Date

Superintendent/Designee Signature

Date

2/6/26

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.