

School Sanctioned Trips Approval Form

Hastings ISD 200

Department/Staff Coordinating	Marching band/Emily Chandler					
Fund 10 & Account Name Fund 11 & Account Name	622					
Purpose	Performing in a high profile performance, the educational learning opportunities of traveling outside Hastings					
Destination	Colorado					
Type(s) of Transportation	Motor Coach					
Dates	Depart:	Date 7/2/26	Time	Return:	Date 7/8/26	Time
Cost per student	\$ 1450.00		Attach copy of payment schedule for inclusion in Online Payment System			
? Student drops out after paying	Department decision due to cost already incurred					
? Payment was fundraised \$'s	Required to stay in activity account because was earned as tax-exempt					
# Students participating	65-75					
# Chaperones needed	8-10					
All chaperone fees are the responsibility of the chaperone (not including activity affiliated staff members)						
How are you ensuring equitable access for students of need?	We have many fundraisers students can participate in to raise the funds. This is an optional tour.					
Are there any additional pre-trips or other unique arrangements?	No					
It is the advisor's responsibility to communicate how funding for pre-trips is incorporated into trip fees						
P-Card-Other Expenses	\$ 0		Purpose			
All receipts must be obtained and returned at the end of the trip						
Principal Approved	Signature			Date		
Superintendent Reviewed	Signature			Date		
Board Reviewed	Signature			Date		