



APPLICATION FOR OUT-OF-TOWN OR OVERNIGHT TRAVEL/STUDY

Please submit applications 60 days prior to the scheduled date of travel.

(This form does not apply if a school-sponsored team or other competitive activity advances on a short timeframe through play-offs or another system of rapid advancement.)

School: _____ Date: _____

Applicant: _____ Department: _____

1. What is the educational value of the travel/study program?
2. How does the travel/study program relate to the regular educational program?
3. What is the destination?
4. What are the dates for travel and what is the itinerary?
5. How many school days will students miss?
6. How will students be selected to participate?
7. Who will chaperone and supervise students?
8. What is the planned ratio of students to coaches/sponsors/chaperones?

9. What will district costs be to compensate district staff as chaperone/sponsors?

10. How will the program be financed?

11. The cost per student will be \$ _____ The cost teacher will be \$ _____

The above costs should include liability insurance for students and travel, meals, lodging, fees, insurance and any other expenses for chaperones.

12. What student preparation will take place? What will be expected of students?

13. What student follow-up activities will take place?

14. How will the program be evaluated?

The completed form should be given to the principal who will initiate review procedures.

Signature of applicant

Date

Recommend _____

Not Recommend Principal

Date

Recommend _____

Not Recommend Superintendent/Designee

Date