

This form must be **typed** and submitted to the Superintendent one week prior to the departure date. For international travel, refer to Regulation #EG-3101 and use Forms EG-3101-B & C.

Form EG-3101-A

MOUNDS VIEW PUBLIC SCHOOLS
STUDENT OVERNIGHT TRAVEL OUTSIDE THE SCHOOL DISTRICT - REQUEST FORM

SCHOOL _____ GROUP MAKING REQUEST _____

PRINCIPAL _____ PERSON IN CHARGE _____

CHECK ONE: (Please see Regulation #EG-3101 for definition and #10 on reverse)

BASIC TRIP _____ CURRICULAR SUPPLEMENTARY TRIP _____ CO-CURRICULAR SUPPLEMENTARY TRIP _____

1. Destination: _____
- 2a. Dates of trip: _____, 20____ 2b. Number of school days missed: _____
3. Number of students: _____
4. Grade levels included: _____
5. Supervision (The Board requires one adult for 1-6 students, 2 adults for 7-12 students, and one adult for every 12 students thereafter.)

a. Staff accompanying (must list names): _____

b. Other adults accompanying (must list names): _____

6. Prior to the trip, written permission of parents of all students will be obtained - Yes _____ No _____

7. Prior to the trip, parents will be informed of the following:
- a. Nature of the trip ----- Yes ___ No ___
 - b. Names of the adult sponsors ----- Yes ___ No ___
 - c. Emergency telephone number ----- Yes ___ No ___
 - d. Mode of transportation ----- Yes ___ No ___
 - e. Transportation waiver, if appropriate ----- Yes ___ No ___
 - f. Amount of spending money a child may need ----- Yes ___ No ___
 - g. Itinerary ----- Yes ___ No ___

8. Describe the nature and objectives of the trip:

9. Transportation information: How will students be transported?
- a. Bus ____ Name of company _____
 - b. Plane ____ Name of airline _____
 - c. School District van/s _____
 - d. Private vehicle driven by responsible adult _____
 - e. Other _____
 - f. School District not responsible for transportation _____

10. Alternatives for students (**DOES NOT APPLY TO CO-CURRICULAR TRIPS**):

If this is a **BASIC** trip, have appropriate educational alternatives that achieve the same objectives been provided for those students whose parents do not wish them to participate?

Yes ____ No ____

Describe alternative:

If this is a **CURRICULAR SUPPLEMENTARY** trip, have alternatives been provided?

Yes ____ No ____

Describe alternative:

11. Cost factors:

a. Trip funded by:

- 1) School account _____
- 2) Individual _____

b. Cost per person _____

(Costs for a basic field trip should be borne by the School District and equivalent educational alternatives provided under teacher supervision. Costs for supplementary trips should be equally distributed among the participants for curricular supplementary trips.)

c. What provision has been made for students where money is a problem?

d. For trips costing in excess of \$400 per person, what efforts have been made to acquire the most cost effective price?

12. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs?

YES ____ NO ____

Signature of Sponsor _____ Date _____

Signature of Principal _____ Date _____

Signature of Superintendent _____ Date _____