

STUDENT TRAVEL

Pre-Approval Form

This form must be completed and approved by principal and curriculum director (Board where appropriate) prior to starting any fund raising activities. A minimum advance of 30 days noticed is expected. The longer and more expensive the trip, the more advanced notice should be given.

Sponsor's Name: _____

Date: _____ Trip Destination: _____

Departure Date: _____ Return Date: _____

Purpose of Trip: _____

How will this trip benefit Students? _____

Number of Students Making Trip: _____ Number of Chaperones: _____

Trip Cost: \$ approx. ____ Cost for individual students (if appropriate): \$ _____

Mode of Transportation: _____ How will funds be raised? _____

Detailed Trip itinerary must be attached that outlines specific activities with dates and times.

PRINCIPAL'S APPROVAL:

I support the educational value of this trip and recommend it be approved by the Superintendent / School Board.

Justification For Support: _____

Principal's Signature

Date _____

CURRICULUM DIRECTOR'S APPROVAL:

I support the educational benefits and intent of this trip and recommend its approval.

Curriculum Director's Signature

Date