

SAMPLE PARENT LETTER FOR OVER NIGHT TRIPS

(Date)

Dear Parent/Guardian of (Student Name) ,

(Sponsoring organization) is sponsoring a trip which includes an over night stay on (Dates) . All trip details follow:

Name/Phone Number of Trip Contact Person: _____

Name of Event/Activity: _____

Destination: _____

Travel Arrangements (i.e. bus, car, etc.): _____

Departure Date and Time: _____

Arrival Date and Time: _____

Return Date and Time: _____

Name, Address, and Phone Number of Hotel or Lodging: _____

Cost of Participation: _____

Behavior Expectations: _____

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Parent/guardian: complete and return this portion; retain top portion for your information.

Name of Emergency contact: _____

Daytime phone: _____

Evening phone: _____

My son/daughter, _____ , has my permission to participate in this activity which includes an over night stay:

(Name of Event)

(Dates)

Parent Signature

Date

Return by (Date) to (Contact Person) .