



Eugene School District 4J
4J Staff Initial Request for Out-of-State Student Travel

Attention 4J Staff: This Form must be filled out prior to taking any further steps in planning student-participated out-of-state or foreign travel. Submit this form to the district athletic coordinator, prior to any out-of-Oregon trips, including foreign travel.

Name of Group _____ School _____

Note: This initial request must be submitted and approved 30 days before any commitment can be made or before any money-making activities can be started.

Date Request Submitted _____ Date(s) of Activity _____

If sufficient space is not available on this form, supporting data should be attached.

1. Purpose of the trip: (Complete related section on the next page.)

2. List faculty member(s) responsible for students. List all other supervisors on trip.

3. School equipment to be used:

4. Lodging:

5. Insurance coverages:

6. Estimated number of students _____ Number of supervisors _____

7. Parent permission slips on file ☐ Yes ☐ No

8. Person or persons initiating request _____ Date _____

9. Principal approval _____ Date _____

Decision: ☐ Preliminary approval to continue with planning _____

☐ Denied Reason _____

☐ Final Approval _____

District Activities Coordinator _____

1. Purpose of Trip:

A. List itinerary:

B. What are the objectives of the trip and how are the experiences provided on the trip related to the class or school program?

C. How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledges, or appreciations?

D. What effect does the trip have on other classes or programs?

E. Estimated cost of trip \$_____. Describe how the trip will be funded. (School funding? Fund Raisers? Student/Parent Funding?)

F. Describe method of transportation.

G. Describe supervision plans to ensure maximum safety for students.