



(EFFECTIVE 1-1-17)

## School Trip Request Form

<b>SCHOOL:</b>	<b>DATE SUBMITTED:</b>
<b>STUDENT GROUP OR ACTIVITY GOING ON TRIP:</b>	<b>DESTINATION OF TRIP:</b>
<b>NUMBER OF STUDENTS:</b>	<b>GRADE LEVEL OF STUDENTS:</b>
<input type="checkbox"/> <b>OUT OF COUNTY</b> <input type="checkbox"/> <b>OUT OF STATE</b> <input type="checkbox"/> <b>OUT OF COUNTRY</b>	<b>SPONSOR(S) OF TRIP:</b>  <b>MEDICALLY TRAINED:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>DATE AND TIME OF DEPARTURE:</b>	<b>DATE AND TIME OF RETURN:</b>
<b>PURPOSE – EDUCATIONAL SIGNIFICANCE OF TRIP:</b>	<b>MODE OF TRANSPORTATION: (check all that apply)</b>  <input type="checkbox"/> <b>BUS</b> <input type="checkbox"/> <b>VAN</b> <input type="checkbox"/> <b>CHARTER BUS</b> <input type="checkbox"/> <b>SPECIAL NEEDS BUS</b> <input type="checkbox"/> <b>OTHER (explain)</b>  <input type="checkbox"/> <b>CARGO SPACE NEEDED</b>
<b>FUNDING SOURCE:</b>  <small>(*To calculate cost: \$1.25 per mile and \$21 per hour per driver)</small>	<b>WILL VOLUNTEERS BE ATTENDING:</b>  <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>WILL FEES BE COLLECTED FROM STUDENTS:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<b>IF SO, HOW MUCH?</b>

**FOR OFFICE USE ONLY**

<b>PRINCIPAL APPROVAL:</b>	<b>DATE:</b>
<b>SUPERINTENDENT APPROVAL:</b>	<b>DATE:</b>
<b>WCBE APPROVAL:</b>	<b>DATE:</b>
<b>DATE OF BOARD MEETING:</b>	

**WCBE 09.36**

- The Superintendent shall have the authority to approve school-related trips which fall into the following categories:
  1. All regularly scheduled athletic events;
  2. AH athletic trips which are part of a tournament or play-off in which the school is a participant; and
  3. All school-related trips made within a 150 mile radius of the school.
- In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.
- Prior approval of the Principal is required for each of the above trips. All overnight trips shall have the prior approval of the Superintendent or his designee.
- Board owned vehicles shall not be used for recreational trips at any time.
- The Board shall be regularly informed of any trip falling within these guidelines.
- Any school-related trips not falling within the guidelines above and all out of state trips shall require prior Board approval.
- Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.<sup>3</sup>