



## Corporation Sponsored Travel Sponsor Application Form

All curricular field trips are subject to approval by the school principal. Overnight Trips require additional approval by the Board of School Trustees prior to any fund raiser activities beginning.

School \_\_\_\_\_ Date of Request \_\_\_\_\_

Teacher(s)/Contact \_\_\_\_\_

Destination \_\_\_\_\_ Drop off Address \_\_\_\_\_

Pickup Address if different from drop off \_\_\_\_\_

Class/Group Participating \_\_\_\_\_

Number of Students Participating \_\_\_\_\_ Number of Chaperones \_\_\_\_\_

(Chaperones must be approved by principal and for overnight trips have filed a request for background information authorization and release. Chaperone rations: 1:15. Ratio may decrease due to curricular field trip activities and/or location)

Departure Date \_\_\_\_\_ Departure Time \_\_\_\_\_ Location \_\_\_\_\_

Return Date \_\_\_\_\_ Return Time \_\_\_\_\_ Location \_\_\_\_\_

Outline travel Itinerary:

\_\_\_\_\_

Transportation \_\_\_\_\_ Special Needs \_\_\_\_\_

Transportation Account Number \_\_\_\_\_

Cost per student \_\_\_\_\_

If students are charged for the trip, how do we ensure that no student is denied access to this experience because of finances? \_\_\_\_\_

Lodging Location \_\_\_\_\_ City, State \_\_\_\_\_

What criteria are used to determine the students that are eligible to participate?

\_\_\_\_\_

Teacher (s) Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Director of Elementary/Secondary Ed Signature: \_\_\_\_\_

Assistant Superintendent Signature: \_\_\_\_\_

Trips requiring Board approval must be approved by the Board of School trustees a minimum of two (2) weeks before the trip is scheduled to take place or before money is collected from students and/or fund raiser activities, whichever is earlier.