

Herscher C. U.S.D. #2

Application for Overnight Educational / Extra-Curricular Trip

Note: All requests for overnight trips must be submitted to the Building Principal. The Principal is responsible for presenting overnight trip information to the Board of Education PRIOR to the Teacher/Coach/Sponsor securing rooms or making reservations.

Teacher/Sponsor/Coach: _____ Club/Organization/Class _____

Date(s) of Trip: _____ # of Instructional Days Missed: _____

Destination: _____

Parent pick-up location upon return: _____

Curriculum Objective: **MUST** include a tentative itinerary of the trip activities.

Transportation Needed: (Ex. School bus, school van, charter bus, etc.)

To and from destination: _____

While at destination: _____

Lodging: Type of Housing: _____ Number of nights: _____

Lodging Name: _____
Address: _____
Ph Number: _____
Contact Info: _____

Funding: Estimated total cost of the trip per person: \$ _____

Funding sources: (i.e. Fundraisers, Donations): _____

Students: Estimated number of students: _____ (_____ Males / _____ Females)

Roster must be attached.

Chaperones: Number of Chaperones: _____ (_____ Males / _____ Females)

Roster must be attached and include phone numbers.

All Chaperones must scanned through the Raptor system.

Ratio of Chaperones to students _____ : _____ *

*Mixed gender overnight trips **MUST HAVE** mixed gender chaperones at a ratio of 10:1.

During overnight stays, a room check of students will be conducted by Chaperones/Sponsor each night.

Finalizing Checklist:

- Student Roster Attached.
- Itinerary Attached.
- Chaperone(s) have been cleared via Raptor system.
- Chaperone(s) Roster Attached.
- Trip has been arranged with Transportation Department.

Date Submitted: _____ Teacher/Coach/Sponsor Signature: _____

Approved. More information needed.

Principal Signature: _____ Date: _____