

Policy

BOARD OF EDUCATION

PROGRAMS & OPERATIONS

HORTONVILLE AREA SCHOOL DISTRICT - #2340 & 8640 -Field and Other District-Sponsored Trips

OVERNIGHT TRIP / OUT-OF-STATE TRIP

BOARD REQUEST FORM

(WITHOUT PROPER DETAIL AND ACCURACY, THE REQUEST COULD BE DENIED)

1. Organization/club/team requesting trip

2. Is this a school sponsored or school recognized group? _____
3. Purpose of Trip:
____ Educational (List which power standards the trip will relate to. Also list what activities on the trip will be educational.)
____ Sports team competing in the WIAA tournament
____ Other club or activity that has earned their way to a regional, state or national competition
____ Other: Explain reason for the request
4. Dates of trip:

5. Number of school days that the students will be absent _____
6. Is the coach or advisor an HASD teacher? YES NO
If YES, what do you teach? _____
If YES, how many school days will they be absent? _____
If YES, will a substitute teacher need to be provided for the times listed for the trip?
YES NO
7. If District Transportation is be requested, has Director of Transportation approved the transportation request? YES NO – If no, what other Transportation Provider will be transporting students? _____
8. What is the itinerary for the trip? (**List or attach a copy of the times/activities for each day.**)

Trip Request Form must be completed in full with the list of students, chaperones, and motel information attached.