

REQUEST FORM FOR OVERNIGHT OR OUT-OF-STATE FIELD TRIPS

This form must be completed by the trip supervisor and returned to the appropriate school administrator at least four weeks in advance of the trip. **NOTE: The Superintendent has the authority to approve trips that occur before the next scheduled School Board meeting.**

All applicable items must be completed before submitting to the appropriate school administrator.

West Lafayette Junior-Senior High School Destination Indiana Wesleyan U.
 Cumberland Elementary Destination _____
 Happy Hollow Elementary Destination _____

Date of Request 6/1/22 Beginning and Ending Dates of Trip 6/21-23
 Signature of Supervising Staff Member Jane Schott Organization Girls Basketball
 Administrators' approval [Signature] Date 6.1.2022

TRIP INFORMATION	
Destination of Trip (be specific) <u>Indiana Wesleyan Un. v.</u>	
Trip will be (Circle one or both) <input checked="" type="radio"/> Overnight <input type="radio"/> Out-of-State	
Reason for Trip <u>Team Camp</u>	
Number of instructional minutes lost _____	
Describe the specific educational goal(s) or state standards that this activity will help students attain.	<u>NA</u>
Describe how this activity will help attain school improvement goals.	<u>NA</u>
Describe why this activity cannot occur without interrupting the instructional day.	<u>NA</u>
For overnight trips: Describe why this activity cannot occur without an overnight stay.	<u>3 day Camp 1:45 hrs away</u>
Method of Transportation: <u>Mini-Bus</u>	City/Yellow bus _____ Driver <u>Jane Schott + Ben Anderson</u> <input type="checkbox"/> Charter bus(es) _____ <input checked="" type="checkbox"/> Student company _____