

## 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  
 Cumberland Elementary  
 Happy Hollow Elementary

Destination Kings Island Cincinnati, OH  
Destination \_\_\_\_\_  
Destination \_\_\_\_\_

Date of Request 4/13/23 Beginning and Ending Dates of Trip 5/20/23

Signature of Supervising Staff Member Michele Benton Organization WJr Orchestra/Band

Administrators' approval [Signature] Date 4/13/23

### TRIP INFORMATION

Destination of Trip (be specific) Kings Island (Cincinnati, OH)

Trip will be (Circle one or both) Overnight  Out-of-State

Reason for Trip Music incentive end of year trip

Number of instructional minutes lost 0

Describe the specific educational goal(s) or state standards that this activity will help students attain. This trip recognizes and rewards students involved in the orchestra + choir programs for their hard work and achievement throughout the year.

Describe how this activity will help attain school improvement goals. It is the goal of every performing organization to have a large number of students participating + committed to the music programs  
Describe why this activity cannot occur without interrupting the instructional day.

N/A

For overnight trips: Describe why this activity cannot occur without an overnight stay.

Method of Transportation: City/Yellow bus \_\_\_\_\_ Driver \_\_\_\_\_  
~~Charter~~ bus(es) 2 ~~Charter~~ company \_\_\_\_\_