

# 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 Fort Wayne \_\_\_\_\_ Cumberland Elementary  
Destination \_\_\_\_\_ Happy Hollow Elementary Destination \_\_\_\_\_

Date of Request 5/11/27 Beginning and Ending Dates of Trip 6/28-30 Signature of  
Supervising Staff Member Jane Schott Organization Girls Basketball  
Administrators' approval J. T. SJ Date 5.2023

## TRIP INFORMATION

Destination of Trip (be specific)

D-One Team Camp, Fort Wayne, IN Trip will be (Circle one or  
both) Overnight Out-of-State

Reason for Trip Attend team basketball camp

Number of instructional minutes lost 0

Describe the specific educational goal(s) or state standards that this activity will help students attain.  
-Team development

Describe how this activity will help attain school improvement goals.  
NA

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.  
3 day Camp 2 hours away

Method of Transportation: Mini bus(es)  Driver(s) Jane Schott & Kylee German  
City/Yellow bus \_\_\_\_\_ Driver \_\_\_\_\_ Charter \_\_\_\_\_ Charter  
company \_\_\_\_\_