

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 Washington, D.C.
Destination _____
Destination _____

Date of Request 9/26 Beginning and Ending Dates of Trip 11/8 - 11/12

Signature of Supervising Staff Member [Signature] Organization Social Studies Dept. AP Gov. class - optional

Administrators' approval [Signature] Date 9/28/23

TRIP INFORMATION

Destination of Trip (be specific) Washington, D.C.

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

Reason for Trip Enhance AP U.S. Gov't & Politics curriculum

Number of instructional minutes lost 2 days

Describe the specific educational goal(s) or state standards that this activity will help students attain. See U.S. government standards in practice

USG 3.9, 3.11, 3.12, 3.18-3.21 among others

Describe how this activity will help attain school improvement goals.

Students will gain valuable professional experience and connect curricular topics to the world around them.

Describe why this activity cannot occur without interrupting the instructional day.

N/A Distance

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

Distance

Method of Transportation: City/Yellow bus _____ Driver _____
~~Charter bus(es)~~ _____ ~~Charter company~~ _____

Either Corporation mini bus or yellow bus - 14 total