

# 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 \_\_\_\_\_

Cumberland Elementary

Destination \_\_\_\_\_

Happy Hollow Elementary

Destination \_\_\_\_\_

Date of Request 5/7/24 Beginning and Ending Dates of Trip 6/17 - 6/19

Signature of Supervising Staff Member [Signature] Organization Football

Administrators' approval [Signature] Date 5.7.2024

## TRIP INFORMATION

Destination of Trip (be specific) Manchester University

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

Reason for Trip Football Camp

Number of instructional minutes lost \_\_\_\_\_

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

Describe how this activity will help attain school improvement goals.

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.

Travel, format of camp, team bonding opportunity

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