

# 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 Chesterton, IN  
 Cumberland Elementary      Destination \_\_\_\_\_  
 Happy Hollow Elementary      Destination \_\_\_\_\_

Date of Request 5/24/24      Beginning and Ending Dates of Trip 7/23 - 7/25 2024

Signature of Supervising Staff Member [Signature]      Organization Athletics/Cross-Country

Administrators' approval [Signature]      Date 5/23/24

## TRIP INFORMATION

Destination of Trip (be specific) Chesterton, IN

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

Reason for Trip Annual XC Team Camp

Number of instructional minutes lost 0

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.

Method of Transportation: City/Yellow bus \_\_\_\_\_ Driver \_\_\_\_\_  
Charter bus(es) \_\_\_\_\_ Charter company \_\_\_\_\_  
\* 3 mini buses \*