

# 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  IU Bloomington, IN  Cumberland Elementary Destination  
 Happy Hollow Elementary Destination

Date of Request 5/29/24 Beginning and Ending Dates of Trip May 30- June 1st Signature of  
Supervising Staff Member Andy Dunn Organization WL Track and Field

Administrators' approval J.T. V Date 5.29.2024

## TRIP INFORMATION

Destination of Trip (be specific) IHSAA State track and field meet

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

### Reason for Trip

State track and field meet

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.

NA

Method of Transportation: Mini bus(es)  Driver(s) Andy Dunn, Chris Williams, Sam Leeds  
 City/Yellow bus  Driver \_\_\_\_\_ Charter  Charter  
company \_\_\_\_\_