

# 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 Washington D.C.  
 Cumberland Elementary      Destination \_\_\_\_\_  
 Happy Hollow Elementary      Destination \_\_\_\_\_

Date of Request 1/9/25      Beginning and Ending Dates of Trip TBD - March/April

Signature of Supervising Staff Member [Signature]      Organization SS Dept.

Administrators' approval [Signature]      Date 1-9-25  
*AP Gov class - optional*

### 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 of school

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

See U.S. GOV'T Standards in practice  
USG 3.9, 3.11, 3.12, 3.18-21 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: Mini bus(es) →      Driver(s) TBD based on #s  
City/Yellow bus \_\_\_\_\_      Driver \_\_\_\_\_  
Charter \_\_\_\_\_      Charter company \_\_\_\_\_