

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 1st ROBOTICS WORLD CHAMPIONSHIPS.
Destination HOUSTON, TX
Destination _____

Date of Request 1/23 Beginning and Ending Dates of Trip APR. 15th - 20th (Tues-Sunday)

Signature of Supervising Staff Member [Signature] Organization 1st ROBOTICS

Administrators' approval [Signature] Date 1/28/15

TRIP INFORMATION

Destination of Trip (be specific) 1st ROBOTICS, World Championships - Houston, TX

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

Reason for Trip WORLD CHAMPIONSHIPS - 1st ROBOTICS

Number of instructional minutes lost TUES - FRIDAY

Describe the specific educational goal(s) or state standards that this activity will help students attain. WORLD CHAMPIONSHIPS FOR THE ROBOTICS CHAMPIONSHIPS.

Describe how this activity will help attain school improvement goals.
PROMOTING THE EXCELLENT STUDENTS & PROGRAMS OF WEST LAFAYETTE SCHOOL CORPORATION.

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

N/A NATIONAL ORGANIZATION SETS THE SCHEDULE

For overnight trips: Describe why this activity cannot occur without an overnight stay.
MULTI-DAY EVENT IN TEXAS

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

→ BUS to INDY AIRPORT.
BUS FOR RETURN FROM AIRPORT