

HORTONVILLE AREA SCHOOL DISTRICT

246 N. OLK STREET, P.O. BOX 70
HORTONVILLE, WI 54944

TRIP REQUEST FORM – POLICY #2340 & #8640

(Request to the Board of Education informational purposes or Board of Education Approval)

Organization requesting trip:

Staff member responsible for requesting trip:

Location of trip:

Date(s) of trip:

Departure Time:

Pick up Time:

Grade Level of students participating:

Cost of trip per participant:

Number of students participating:

(Overnight, Out-of-State, and Out-of-Country – attach list of students)

1. Transportation: (please check one):

- District to provide transportation
 Transportation paid by participants
 Providing own transportation – Name of provider:
 Walking

Cost:

Cost:

Cost to participants:

(Transportation Request form is required to be given to the Transportation Director two (2) weeks prior to trip. A copy of the completed Transportation Request form must be attached when sending Trip Request to District Office.)

2. Number of chaperones involved: (Attach list chaperones)

3. Background Checks completed on all chaperones: (please check one) Yes or No

If no, please have completed background check form(s) attached. Reminder, background checks may take three (3) to four (4) weeks for completion.

Approved by administrator of building:

Signature of Administrator

Date

Signature of Staff member

Date

Send original form to the District Administrator for Board informational purposes on trips 75 miles or more one way, for approval by the Board of Education for Overnight, Out-of-State, and Out-of-Country requests, or if requests are for District to pay for transportation.

**Policy #2340 & 8640 – Field and Other District sponsored Trips – Implementations: B. All transportation arrangements must be finalized before Board approval. C. The District Calendar must be approved before any field trips are granted. J. PLEASE READ THIS CAREFULLY, #3. Overnight Student Travel: a minimum of one chaperone for every fifteen students is required. If the overnight trip is coeducational, male and female chaperones are required.*

DISTRICT OFFICE:

Date received in District Office: _____

Date approved or denied by Board of Education: _____

Date sent to Transportation Director: _____

Date sent to requesting Staff member: _____

*Board Policy #2340 & #8640 – Field and Other District Sponsored Trips – Board approved September 3, 2014

TRIP CORDINATOR NEEDS TO ATTEND BOARD MEETING