

HERSCHER HIGH SCHOOL APPLICATION FOR OVERNIGHT TRIP

Note: All requests for overnight trips must be submitted to the Building Principal. The Principal is responsible for presenting overnight trip information to the Board of Education for approval prior to the sponsor securing rooms or making reservations. In addition, all trips must be arranged through the Transportation Department.

School: _____ Club/Organization/Class _____

Destination: _____ Responsible Person(s): _____

Date(s) of trip: _____ # of Instructional Days Missed: _____

- 1. Rationale: Complete a description of proposed trip and its relationship to instruction in the area provided below. This **must** include a tentative itinerary of the trip activities.

[Empty box for rationale and itinerary]

- 2. **Transportation** (Ex. School bus, school van, charter bus, etc.)

To and from destination _____ Transportation while at destination _____

- 3. **Lodging:** Type of Housing (hotel, dormitory, tent, etc) _____ Number of nights _____

Lodging Information (Name of hotel, address, phone number, other contact information)

[Empty box for lodging information]

- 4. Estimated number of student participants: _____ (tentative roster must be included)

- 5. **Funding:** Estimated total cost of the trip per person (students and chaperones) _____

Funding sources: (i.e. Fundraisers, Donations): _____

- 6. **Supervision:** Volunteers/Drivers/Chaperones must be cleared through the High School Office/Transportation Office.

Number of certificated staff _____ Number of Volunteers _____

Number of male students _____ Number of female students _____

Number of male chaperones _____ Number of female chaperones _____ (Mixed gender overnight trips require mixed gender chaperones)

Principal's Approval _____ Date _____

BOE Approval _____ Date _____

After Board approval, submit the Final Documents to HHS Office:

Roster Itinerary Volunteer Driver/Chaperone List

All Volunteers, Drivers and/or Chaperones have been cleared.

Trip meets all requirements for supervision including certified staff, chaperones, ratio, and gender.

Submitted by: _____ Date: _____