

- DAY TRIP
 OVERNIGHT SCHOOL TRIP
 OUT-OF-STATE SCHOOL TRIP

Please complete this form no later than two (2) weeks prior to the date of a day trip. After approval, secure bus and bus driver from school designee. Overnight or out-of-state school trip requests require Superintendent/Board approval and are due in the Central Office no later than the 15th of the following months: July, October, January and April. Board approval will be sought at the regular meetings of August, November, February and May, according to a schedule developed by the Superintendent and as illustrated on the next pages. Only school trips approved in accordance with Pamlico County Schools' Policy #5430 School Trips will be considered an official school trip.

Date Submitted

School

Grade, Subject, or Organization

Sponsor Name:

Address:

Telephone#:

No. of Students Making the Trip

Date of Trip

Method of Transportation

Cost Per Pupil

How will these costs be paid?

Fundraising Profits?

Students & Family?

Other?

District Budget?

Time of Departure

Time of Return

Destination

Name of Hotel (if applicable):

Address:

Phone Number:

Purpose of Trip--Students will demonstrate mastery of the following objective(s):

Please attach an itinerary (electronic, if available).

Describe how students will be held accountable for mastery of the intended objective(s) identified:

Please attach a copy of the parent permission slips, student rosters and any special rules that will apply beyond the regular code of conduct expectations established by the Board of Education.

Explain how the sponsor will ensure that all students making the trip have proper insurance coverage (school or personal). Fully explain the documentation process.

List staff members and other volunteers who will act as chaperones:

Have all chaperones been approved by the personnel office as volunteers (ie. criminal background check? Yes No If no, please provide an explanation

Requested by: _____ Approved: _____
Principal

Date: _____ Date: _____

Superintendent/Board Action: Approved: _____
Superintendent Date

Denied: _____
Superintendent Date

Revised: December 2009