



**FIELD AND OTHER CORPORATION-SPONSORED TRIPS  
OUT OF STATE/OVERNIGHT FIELD TRIP REQUEST FORM  
Board Policy #C500**

Date:

Name of Organization:

Dates of the Trip:

Location of the Trip:

Overnight Accommodation Information:

Name of Hotel:

• Address:

• How will students be accommodated?

• How will chaperones be accommodated?

• Other details:

Name of Tour Group/Travel Company if applicable:

• Contact Name from group:

Transportation:

*(school buses must be within 200 miles of school unless other transportation is authorized)*

Has a Transportation Bus Request been submitted and approved by Transportation:

Cost:

• Will the cost be paid by the organization or parents/guardians?

• In case of cancellation will refunds be made to parents/guardians?

**Reason for the Trip:** Team building and skill development with collegiate staff

**Itinerary:**

Arrival 7/19 at 11:00AM, with drill and game schedules through 7/21. Return at approximately 6PM

**Chaperones:** Samantha Grider, Kam Passmore

(Expanded Criminal checks on file for Chaperones)

- **Teacher/Sponsor:** Samantha Grider
- **Parents:** NA
- **Tour Director:** NA

**Medical Releases/Parent Permissions on file:** Yes (Final Forms Medical Cards available)

**Safety and Supervision Provisions:** Students will be supervised by camp and MV staff for the duration of the camp.

**Sponsor Signature:** Samantha Grider

**Principal Signature:** Brooke O. Harp

**Superintendent/Administrator Signature:** [Signature]

**School Board Approval Date:**