



**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:**