



**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: Summer Camp

Itinerary:

Bus leaves MV at 11am Friday Jul 11, 2025 ; practices / games throughout weekend

Chaperones:

(Expanded Criminal checks on file for Chaperones)

• **Teacher/Sponsor:** Matt Mayhew, Chris Steeno, Jarret Whitehouse

• **Parents:**

• **Tour Director:**

Medical Releases/Parent Permissions on file:

Safety and Supervision Provisions:

Sponsor Signature: Matthew Mayhew

Principal Signature: Brooke Sharp

Superintendent/Administrator Signature:

School Board Approval Date: