



**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?

Basketball tournament and team building

**Reason for the Trip:**

**Itinerary:**

**Chaperones:** Julie Shelton, Kim Clark

(Expanded Criminal checks on file for Chaperones)

• **Teacher/Sponsor:** Julie Shelton

• **Parents:** NA

• **Tour Director:** NA

**Medical Releases/Parent Permissions on file:** Yes via Final Forms

**Safety and Supervision Provisions:** Students will be with our coaching staff at all times.

**Sponsor Signature:**

Julie Shelton

**Principal Signature:**

Brooke R. Sharp

**Superintendent/Administrator Signature:**

**School Board Approval Date:**