

THIS FORM MUST BE TYPED

# REQUEST FOR OUT-OF-DISTRICT TRAVEL

School \_\_\_\_\_ Date \_\_\_\_\_

Organization or Individual Requesting Travel \_\_\_\_\_

Activity \_\_\_\_\_

Names of Staff Involved: \_\_\_\_\_

Staff Sponsor \_\_\_\_\_

Administration/Designee \_\_\_\_\_

Other volunteers \_\_\_\_\_

Dates of Activity \_\_\_\_\_

Location \_\_\_\_\_

Number of Students Involved \_\_\_\_\_

**Estimated Cost:**

Substitute Teacher \$ \_\_\_\_\_

Travel (Land, Air, Ferry) \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Misc. \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**Fund Raising** (List all fund raising activities anticipated with estimated amounts projected for each.)

1. District Funds \$ \_\_\_\_\_

2. School Activity Funds (Money raising activities within the school) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

3. Community Funds (Money raising activities outside the school) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL INCOME** \$ \_\_\_\_\_

1. Explain how travel is related to education or approved activity programs. Include opportunities that students will experience that are not available within the district.
2. If travel occurs during school time, attach plans for students not traveling that indicate how quality education will be maintained.
3. Will traveling students attend school? Where? How long?
4. Describe safety and security plans. Include medical care and criteria for evaluation political situations that may threaten students safety if applicable.
5. Describe contingency plans. Students must agree to abide by all ASD Student Handbook regulations. (Students should each sign for a handbook.) Include provision for disciplinary sanctions that could involve sending a student home early.
6. Describe how fund raising will impact students, school, and community. Include cancellation policy and financial liability policy of advance purchased tickets; if applicable.
7. Attached travel itinerary with dates, locations, and places of residence, mode of transportation and any other pertinent materials.
8. All adult travelers must sign page 3 of Form J.

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Principal's Signature: \_\_\_\_\_

Supervisor, High School Education Signature: \_\_\_\_\_