

**PROCTOR PUBLIC SCHOOLS
OVERNIGHT TRIP REQUEST**

1. GROUP REQUESTING "OVERNIGHT" _____

2. DATES _____

3. PURPOSE OF ACTIVITY _____

_____ CONFERENCE; _____ CONTEST; _____ OTHER (Explain)

4. NUMBER AND GRADE OF PARTICIPANTS _____

5. NUMBER OF CHAPERONES _____

6. PLACE OF LODGING _____

ADDRESS _____ TELEPHONE _____

7. MEANS OF TRANSPORTATION _____

8. ITEMIZATION OF ESTIMATED COST: Please complete information on reverse side of form.

9. PERSON MAKING REQUEST _____

APPROVALS:

- ATHLETIC DIRECTOR OR PRINCIPAL _____
- SUPERINTENDENT _____
- SCHOOL BOARD* _____

*Requests for out-of-state trips exceeding a radius of approximately 250 miles of Proctor and all trips into Canada must be approved by the building principal, superintendent, and school board.