



## STUDENT TRIP REQUEST AND APPROVAL FORM

Blaine School District [Policy 2320](#) & [Procedure 2320P](#)

You must submit this form to the Principal/AD 90 days in advance if School Board approval is needed.

### TRIP INFORMATION

☐ **Category 1:** School Day/Sat/Sun (Non-Overnight) with no Student Activity on Water: Principal approval only

☐ **Category 2:** Overnight/Multi-Night, Out-of-State/Country, or any Student Activity on Water: Approval required from Principal or Athletic Director, Superintendent, and School Board

Date(s) of Trip: \_\_\_\_\_ School: \_\_\_\_\_

Date Submitted to Principal/AD: \_\_\_\_\_ Grade/Group: \_\_\_\_\_

Event: \_\_\_\_\_ Staff Coordinator: \_\_\_\_\_

Destination: \_\_\_\_\_

Transportation: ☐ Walk ☐ School Bus ☐ Suburban ☐ Other \_\_\_\_\_

Housing: (overnight only) ☐ Hotel \_\_\_\_\_ ☐ Other \_\_\_\_\_

# of Adult Supervisors: \_\_\_\_\_ # of Students: \_\_\_\_\_ # of School Days: \_\_\_\_\_

☐ # of Fingerprinted Adult Supervisors: \_\_\_\_\_ (volunteers with unsupervised access to students **MUST** be FINGERPRINTED)

☐ 1st Aid/CPR Certified Adult (required for travel overnight or out of state/country)

☐ REQUIRED: Student list will be provided to school nurse prior to trip (Category 1: one week / Category 2: two weeks)

☐ There will be a cost to students for this optional activity. \*REQUIRED: To ensure that low income students are equally able to participate in this opportunity, the cost for any students who qualify for a fee waiver (per [HB 1660](#)) will be covered by \_\_\_\_\_.

☐ A third-party contract will be associated with this trip. (REQUIRED: contract routing approval through District Office)

☐ Sack lunches will be needed. (school day trips only - use [Sack Lunch Order Form](#))

### Estimated Cost

Registration \$ \_\_\_\_\_

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

Transportation \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL COST \$ \_\_\_\_\_**

### Funding Source

☐ Building/Department ☐ ASB

☐ PTO ☐ Grant \_\_\_\_\_

☐ Family/Student Contribution (cost) \$ \_\_\_\_\_ \*

☐ Fundraising (describe) \_\_\_\_\_

☐ Other \_\_\_\_\_

### REQUIRED ATTACHMENTS

- ☐ Written description of details (must include itinerary, finances, and supervision plan) ☐ Fundraising Request (if applicable)
- ☐ [Student Permission Form](#) (fill in trip info only - no student info) ☐ [Watercraft Use Reporting Form](#) (only for activity on water)

### Administrator Signature Needed for All Trips (Athletic Director for All Athletic Trips)

\*Explanation of compliance with [HB 1660](#) is REQUIRED whenever there is a cost to the student/family.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Category 1 Field Trips: Principal keeps form and notifies teacher of approval.

Category 2 Field Trips: Forward to Superintendent's Office.

### Superintendent/Board Approval Needed for Overnight/Multi-Night, Out-of-State/Country, or Activity on Water

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Board Approval Date: \_\_\_\_\_

## Minimum Timelines for Field Trip Planning

<b>Category 1 Timeline: (non-overnight and no activity on water)</b> <i>(staff are encouraged to plan as far in advance as possible)</i>	
<b>3-4 weeks prior to trip</b>	Submit Student Trip Request form and required attachments to principal for formal approval (signature).
<b>2 weeks prior to trip</b>	Submit Transportation Request form to building secretary for online trip request entry.
	Submit Field Trip Sack Lunch Order Forms (if applicable) to school kitchen.
	If there is a cost to students for an optional field trip, coordinate with the business office to set up payment or waiver of fees.
<b>10 school days prior</b>	Provide trip itinerary and Student Permission Form to families. <u>NOTE:</u> If sack lunches will be needed, families must receive the request form earlier in order to meet the 2-week requirement for notification to the school kitchen.
<b>1 week prior to trip</b>	Provide list of participating students to school nurse. Develop a plan for any students with special medication or health care needs.
<b>5 school days prior</b>	Require return of signed Student Permission Forms. Be aware of any additional medical information provided on the form.

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<b>Category 2 Timeline: (overnight/multi-night, out-of-state/country, and any activity on water)</b> <i>(staff are encouraged to plan as far in advance as possible)</i>	
<b>3-12 months prior to trip</b>	Meet with program administrator to request preliminary approval to proceed with planning. Promotion and fundraising for the trip may <u>not</u> take place prior to preliminary administrator approval.
<b>90 days prior to trip*</b>	Meet with program administrator to review plans as represented on the Student Trip Request form and required attachments.
<b>within 1 week of receipt</b>	Program administrator will forward signed Student Trip Request form along with required attachments to Superintendent's Office.
<b>60 days prior to trip</b>	Superintendent will confirm approval for placement on the next meeting agenda for board consideration.
	If there is a cost to students for an optional field trip, coordinate with the business office to set up payment or waiver of fees.
<b>30 days prior to trip</b>	Board of Directors takes action on approval of trip. Staff member and administrator are notified of board approval.
<b>2 weeks prior to trip</b>	Submit Transportation Request form to building secretary for online trip request entry.
	Provide list of participating students to school nurse. Develop a plan for any students with special medication or health care needs.
	Provide trip itinerary and Student Permission Form to families. <u>NOTE:</u> Extended trips require an additional signature on the form.
<b>1 week prior to trip</b>	Require return of signed Student Permission Forms. Be aware of any additional medical information provided on the form.

*\*Category 2 requests submitted less than 90 days prior to a trip will be considered on a case-by-case basis with consideration given to post-season competitions or student organization recognition events.*