

**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.