

**OOLOGAH-TALALA PUBLIC SCHOOLS**  
**OVERNIGHT/OUT-OF-STATE FIELD TRIP REQUEST**

This form is to be used by school personnel requesting an overnight/out-of-state trip to any planned event (Academic Competition, Athletic Competition, Band Trip/Competition, State Competition, etc.)

Out-of State Trip plans must be filed with the building principal at least two (2) months prior to the planned trip for approval of the Superintendent and/or School Board. Please attach an Agenda and the information requested.

1. You must submit the district overnight trip form to the AD's office. **This includes State Competitions.**
2. If you are taking boys & girls you must have a Chaperone for **both** genders. You must provide the names of the Chaperones for each gender.
3. You must meet with your group prior to departure to cover trip policies & procedures. Discuss school policies along with the athletic/activity handbook code of conduct.
4. You must provide the name of the hotel & location. You must also submit a master list of room assignments along with procedures you will use for room checks & curfews to the AD office.
5. You must also submit an itinerary including activities that will be occurring outside of the competitions.(Dining, movies, etc)
6. Prior to departure you should do a luggage/equipment check & review the behaviors expected on the school vehicle.
7. Each time you make a stop you should review the behavior expected by our district & leave that location in a positive manner.
8. Roll call should be taken prior to departing to your next location.
9. You should be in constant contact with your students on the trip & free time should be limited.
10. Make sure the school vehicle is clean & returned to the transportation building in better shape than when you found it. No matter what time you arrive.

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Name of School: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Activity/Event: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_ Student Cost: \_\_\_\_\_

No. of Persons to be transported:      Students: \_\_\_\_\_ Sponsors: \_\_\_\_\_ Chaperones: \_\_\_\_\_ Total: \_\_\_\_\_

Chartered Bus:            NO            YES      If Yes-Name of Charter \_\_\_\_\_

Place/Date/Time of Departure: \_\_\_\_\_

Place/Date/Time of Return: \_\_\_\_\_

Name/Address of Lodging (if applicable): \_\_\_\_\_

Name of Teachers &/or Sponsors Accompanying Group: \_\_\_\_\_

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Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_      Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

AD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Superintendent and/or School Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

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

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The Superintendent or his/her designee may revoke permission for a scheduled field trip if a natural or manmade incident(s) should reach a level that would potentially create an unsafe environment for our students and staff.

Date Submitted: \_\_\_\_\_