

## Student Out-Of-State and Country

### Travel Request Form

*Please fill out BOTH sides of the form*

Request Date: \_\_\_\_\_ Dates of Trip: \_\_\_\_\_

Group Name: \_\_\_\_\_ Sponsor(s): \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Dates of Missed School Days: \_\_\_\_\_

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

Names of Chaperones: \_\_\_\_\_

Travel Agency Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will all students be given the opportunity to go and will fundraisers be used? If so, what kind? \_\_\_\_\_

If NOT a local travel agent, why did you choose the agent selected?

COST OF TRIP:

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

Total

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

Per Student

**EDUCATIONAL RELEVANCE:**

**Educational purpose of trip:**

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**Educational Objectives/Standards:** \_\_\_\_\_

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Board meeting you plan on attending for approval of the trip (EX: Nov, 2020):

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Board meeting you plan on attending for follow-up presentation (EX; Apr, 2021):

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**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Note:**

1. This form must be completed and have Bangor Township Board of Education approval before any non-refundable commitments are made to a travel agency and a minimum of two months before the date of trip.
2. All students travel activities that include overnight and more than one day out of school will be scheduled during school vacation time and weekends. All school-day absences are expected to be avoided as much as possible around these vacation and weekend periods.
3. Teachers should make arrangements with the superintendent to make a report to the school board at the meeting following the trip.