



B. Students and Staff

1. Which students (grade, class or organization) will be going?
  
2. How many students in total?
  
3. How many students are currently experiencing academic problems?
  
4. Which staff member will be in charge?
  
5. What previous experience has the staff member had in conducting overnight or extended field trips?
  
6. What other staff members will be going?
  
7. How many chaperones, in addition to staff members, will be going?
  
8. What are their names and affiliations with the students?
  
9. How many school days will be missed?

10. How will teachers be advised in advance that the students will be out of school?

C. School Work

1. How will missed work be made up?
2. What special assistance will be provided to students with academic problems?

D. Itinerary

1. What is the destination?
2. What will be the mode of transportation? What liability insurance does the carrier have? For travel abroad, what quote have you received for the purchase of additional liability insurance?
3. Where will the group be housed and fed? Be certain to include the address and phone number for the hotel.
4. What arrangements have been made for dealing with emergency situations?

5. What is the cellular phone number of the staff member in charge of this trip?
  
6. What arrangements have been made for administering necessary medications to students while on the trip?
  
  
7. If tour guides are involved, what liability insurance do they carry?

E. Finances

1. What is the estimated total cost and cost per student? Be certain to include the cost for additional liability insurance for trips abroad.
  
  
2. What is the source of funds?
  
  
3. How will the funds be collected and safeguarded?
  
  
4. How will any shortfall be made up or excess funds used?
  
  
5. What provision has been made for students who are financially unable to pay any necessary costs?

F. Communications

1. How will you communicate to parents/guardians prior to, during and after the trip?
  
2. What information will be provided to the media and the community?
  
3. How will that information be shared?

\_\_\_\_\_  
Signature of the Requestor

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director (where applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by the SEL Board of Education on:

\_\_\_\_\_  
Date