Bellingham Public Schools
a collective commitment

Form 2320F-2
Instruction
1/1

APPROVAL IN CONCEPT

Complete this section for out-of-state, overnight trips of more than one night, and/or trips that involve fundraising. Pre-approval from the principal and superintendent's designee is required at least six months in advance when circumstances permit.

TRIP INFORMATION

Event: _____ School: _____

Date Submitted to Principal: _____ Teacher/Coach/Advisor: _____

Grade or Group: _____ Destination: _____

Trip Dates: _____ # of Students: _____ # of Chaperones: _____

Estimated Cost:

Registration	$_____
Lodging	$_____
Transportation	$_____
Other	$_____
TOTAL COST	$_____

Fund Source (check all that apply):

☐ Bldg ☐ Grant _____
☐ ASB ☐ Family/Student Contribution
☐ PTA ☐ Other (explain)_____
☐ Fundraising (describe) _____
_____

Prior to any detailed planning, parent or student involvement, the teacher will prepare a conceptual description of the proposed trip including the curricular rationale.

Is this an annual trip or new trip? (Circle one) ☐ Annual ☐ New

What fundraising activities are envisioned and for how much?

Approved by:

_____ Date: _____
Principal

Principal forwards to Deputy Superintendent Office for all overnight, out-of-state and out-of-country trips. For school day trips, principal keeps form and notifies teacher of approval.

_____ Date: _____ (required for overnight, out-of-state and out-of-country travel)
Assistant Superintendent, Dept. of Teaching and Learning

_____ Date: _____ (required for overnight, out-of-state and out-of- country travel)
Superintendent

****Copies of fully approved form to Teacher/Coach/Advisor, Principal, Risk Management and ASB Bookkeeper****