

## 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: \_\_\_\_\_ Fund Source (check all that apply):

Registration \$ _____	<input type="checkbox"/> Bldg _____	<input type="checkbox"/> Grant _____
Lodging \$ _____	<input type="checkbox"/> ASB _____	<input type="checkbox"/> Family/Student Contribution _____
Transportation \$ _____	<input type="checkbox"/> PTA _____	<input type="checkbox"/> Other (explain) _____
Other \$ _____	<input type="checkbox"/> Fundraising (describe) _____	
<b>TOTAL COST</b> \$ _____		

Prior to any detailed planning, parent or student involvement, the teacher will prepare a conceptual description of the proposed trip including the curricular rationale and any special air travel considerations for undocumented students/chaperones.

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