

**WELLINGTON EXEMPTED VILLAGE SCHOOL DISTRICT
OFF CAMPUS OVERNIGHT/EXTENDED
EDUCATIONAL EXPERIENCE**

Please print or type

Type of Trip: _____

Proposed Departure Date: _____ Return Date: _____

Proposer: _____ Position: _____

Proposal Date: _____ Date by Which Response Is Needed: _____

A. Purpose

- 1. What is the major place to be visited or event to be attended?**

- 2. How is the trip related to the District CIP?**

- 3. In what ways will the students benefit?**

- 4. In what ways will the District benefit?**

- 5. How will the trip be evaluated to determine the extent to which these benefits were realized?**

B. Students and Staff

- 1. Name students (grade, class, or organization) who will be going:**

[illegible]

- 2. List total number of students:** _____

- 3. Name students who are currently experiencing academic problems:**

- 4. List staff member(s) who will be in charge:**

- 5. Describe the previous experience the staff member has in conducting overnight or extended field trips:**

- 6. List all chaperones and their affiliations with the students:**

- 7. How many school days will be missed?**

- 8. 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 for 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?**

- 3. Where will the group be housed and fed?**

- 4. What enroute or supplementary activities are planned?**

- 5. What arrangements have been made for dealing with emergency situations?**

- 6. If tour guides are involved, what liability insurance do they carry?**

E. Finances

1. What is the estimated total cost and cost per student?

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 be 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 prior to, during, and after the trip?

2. List telephone numbers at destination and where group will be housed:

3. What information will be provided to the media and the community?

Signature of the Requestor

Date

Approved:

Principal

Date

Superintendent

Date

Board of Education

Date