



STUDENT FIELD TRIP REQUEST

Use this form to request School Board approval for any student travel that is overnight in-state, out-of-state, or international. This form requires School Board approval. Please submit to the Office of the Superintendent at least 10 working days prior to a School Board meeting. **All lines must be completed.**

Traveling Individual(s) Group/Club: _____

Number of Students _____ Identifies as M _____ F _____ Non-Binary _____ Grade _____

Include all traveling student names on back of form. If students are awaiting qualifications or other delays, submit a second request or hold this request until fully completed. Only students included on this form are approved.

Number/Names of MVSD Staff _____ Identifies as M _____ F _____ Non-Binary _____

Include all staff names; use back of form if needed. This is required.

Number of Chaperones _____

Include names of all approved volunteers; use back of form if needed. This is required. Chaperones must be age 21 or older.

Name of current First Aid/CPR qualified individual traveling with group _____

School/Department: _____

Meeting/Conference Title: _____

Forms associated with this request such as flyers, itineraries, or agendas may be attached.

Destination: _____

Date(s) of Travel: _____ Type of Transportation: _____

Purpose/Objective of Trip: _____

<u>Expenses:</u>	<u>Estimated Cost</u>	<u>Budget Code</u>
- Registration	\$ _____	_____
- Mileage, Airfare, travel, etc.	\$ _____	_____
- Lodging	\$ _____	_____
- Meals	\$ _____	_____
- Other (describe) _____	\$ _____	_____

If fundraising or private funds are used, describe the activities, sources, and provisions made for students who cannot personally pay for the trip: _____

Requested by: _____ Date: _____
(Signature)

*Manager of Chargeable Budget: _____ Date: _____
(Signature)

*Principal/Supervisor: _____ Date: _____
(if different than above) (Signature)

* Must be signed before seeking approval by the School Board



Names of Staff

Names of Chaperones/Volunteers - Volunteers MUST be approved before submitting names.
Minimum age requirement is 21.

Names of Students