

TRIP REQUEST FORM
Dexter Consolidated Schools
For all student trips (excluding regular season athletic trips)

Name of Person Making Request _____
Phone Number of Person Making Request _____
Purpose of Trip _____

Destination _____ Date(s) of Trip _____

STUDENT INFORMATION –List of students must be submitted to building Principal when trip is planned. Trip sponsor and building Principal are both responsible for checking eligibility status of each student. Final list of students including sponsors/adults must be emailed to building staff prior to trip.

Overnight Trip? ____ Yes ____ No - NOTE—if checked Yes, then you must have both a male and female chaperone traveling if the group is co-ed. If group is non-coed, chaperone must be of the same sex as the group.

Total Number of Students Traveling _____ Total Number of Adults Traveling _____
Number of Male Students _____ Name of Male Chaperone _____
Number of Female Students _____ Name of Female Chaperone _____
Eligibility Checked ____ Yes ____ No
Do all students have Medical Releases on file? ____ Yes ____ No

NOTE—if checked NO, then you must obtain medical releases for all students prior to the trip.

FUNDING FOR TRIP – All trip expenditures must be paid through a designated school account. If participants must pay part of the expenses, money must be deposited in the school account and then paid for with a School Purchase Order or P-Card. Expenses are not to be paid directly by staff, chaperones, or students. All funds necessary to cover the cost of the trip must be in the designated school account no later than 4 weeks prior to the trip.

Funding Source/Account _____
Estimated Cost of Trip –
Travel _____
Hotel _____
Meals _____
Other Expenses _____
Total Cost _____

Are funds currently available in your account? ____ Yes ____ No
If No, when will funds be available? _____
If No, what is being done to raise the funds? _____

NOTE—All fundraisers must be approved in advance by the Athletic/Activity Director.

HOTEL ACCOMMODATIONS (if applicable)—copy of hotel confirmation numbers must be submitted to the building principal prior to the trip.

Name of Hotel _____
Phone number of Hotel _____ Number of Rooms Reserved _____
Name of Person(s) Rooms are Reserved Under _____

TRAVEL ACCOMMODATIONS (if applicable) – Please turn in itinerary to building Principal prior to trip.

School Car _____ Rental Car _____ (rental car drivers must be school approved activity drivers)
School Bus _____ Airline _____ Other _____

Airline Information (if applicable)

Airline _____	Departing From _____	Arriving At _____
Flight Number _____	Departure Time _____	Arrival Time _____
Airline _____	Departing From _____	Arriving At _____
Flight Number _____	Departure Time _____	Arrival Time _____
Airline _____	Departing From _____	Arriving At _____
Flight Number _____	Departure Time _____	Arrival Time _____
Airline _____	Departing From _____	Arriving At _____
Flight Number _____	Departure Time _____	Arrival Time _____

APPROVAL FOR TRIP – All trips must be approved by the building Principal a minimum of 4 weeks prior to the trip.

Is the trip _____ In-State or _____ Out of State?

NOTE—If Out of State, School Board approval is required. You must provide a written request (including date of trip, destination, purpose of trip, number of students, and number of adults) to both the Superintendent’s office and the building Principal **4 weeks** prior to a regular School Board meeting so that the trip is included on the next Board meeting agenda.

Sponsor

Date

Principal or Activity/Athletic Director Approval

Date

Principal’s Office retains original signed copy. Signed copy is given to Trip Sponsor. Signed copy is sent to Superintendent’s Office.