

CUBA INDEPENDENT SCHOOL DISTRICT



OVERNIGHT/OUT OF STATE FIELD TRIP APPROVAL FORM

This form must be submitted to the School Principal, then submitted to the School Board one month prior to the scheduled trip, or as soon as feasibly possible. Approval must be obtained before students are informed of the field trip and before permission slips are sent home to families.

As per Board Policy I-6500 © IJOA, approval of the CISD Board of Education at a regular school board meeting is required for school events that involve taking students off School property for overnight periods. Events sponsored or coordinated by a school site must be related to a specific school activity with defined goals and objectives and properly supervised. All school activities must be in compliance with the policy on field trips and transportation of the CISD and the Off-Site Activities/ Chaperone Policy.

TODAY'S DATE: _____

SPONSOR: _____

GRADE LEVEL(S): _____

ACTIVITY & DESTINATION: _____

DATE(S) OF ACTIVITY: _____

DEPARTURE DATE/TIME: _____ RETURN DATE/TIME: _____

CURRICULUM JUSTIFICATION: _____

LESSON PLAN ATTACHED: YES NO, REASON: _____

TRANSPORTATION TO BE USED: _____

ESTIMATED DISTRICT COST: _____

Use the following to estimate district costs: Bus \$3/mile, Driver \$35/hour, Hotel Room+taxes, \$13/meal

ESTIMATED STUDENT COST: _____

Supervising teacher/sponsor/coach responsibilities include:

- Supervision of students at all times
- Transportation/Bus Request
- Meal Request(s)
- Purchase Order(s) necessary for field trip

SPONSOR SIGNATURE: _____ DATE: _____

PRINCIPAL SIGNATURE: _____ DATE: _____

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

BOARD APPROVAL: YES NO, BOARD SIGNATURE: _____