

# Out of Conference Educational Trip Request Form

All overnight trips are to be planned well in advance and approved BEFORE they are taken.

All trips are to be planned in accordance with Union Code Number 1230. Elementary and junior academies are to submit their request for mission trips to the fall Board of Education.

School \_\_\_\_\_ Date Making Request \_\_\_\_\_

Teacher(s) \_\_\_\_\_ Group \_\_\_\_\_

Type of Trip \_\_\_\_\_ Trip Date/Leave & Return \_\_\_\_\_

Destination \_\_\_\_\_

Sponsors \_\_\_\_\_

Transportation to be used \_\_\_\_\_

Insurance Coverage by \_\_\_\_\_ (Attach Copy of Policy)

Type of Activities Planned \_\_\_\_\_

## DAILY SCHEDULE (PLEASE ATTACH)

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

School Board Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Conference Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

K-12 Board Approval/Denial \_\_\_\_\_ Date \_\_\_\_\_