

Woodridge Local School District

PROPOSAL FORM FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Name of Trip _____

Proposed Departure Date _____ Return Date _____

Staff Member Proposer _____ Position _____

Date by which response is needed so that trip commitments can be made:

_____ Date of Proposal _____

Principal's Signature for Approval _____ Date _____

Superintendent's Approval _____ Board Approved _____

A. Purpose

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

2. How is the proposed visit or event related to the educational program of the District?

3. In what ways will the students benefit?

4. In what other 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. Which students, (in terms of grade, class, or organization), will be going?
2. How many students in total?
3. How many students, if any, are currently experiencing academic problems?
4. What staff member will be in charge?
5. What previous experience has the staff member had in conducting overnight or extended field trips?
6. How many chaperones, in addition to staff members, will be going?
7. What are their names and affiliations with the students?

C. School Time

1. How many school days will be missed?
2. How will teachers be advised in advance that the students will be out of school?
3. How will the missed work be made up?
4. What special assistance will be provided students with academic problems?

D. Itinerary

1. What is the destination?
2. What will be the mode of transportation?
3. Where will the group be housed and fed?
4. What, if any, enroute or supplementary activities are planned?
5. What arrangements have been made for dealing with emergency situations?
6. What arrangements have been made for administering necessary medications to students while on this trip?

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. If the students or students' parents are to pay for all or part of the cost, what provision has been made for those who are financially unable to make such a payment?

F. Communications

1. What will be the communications to parents prior to the trip? After the trip?
2. What telephone numbers can the District use to reach the group at the destination location and at the place where the group will be housed?
3. What information will be provided to the media and the community?