

Extended Student Trips
Request Form

The Melba Board of Trustee's encourages teachers and advisors to provide field trips and competition activities as an extension of the learning within the curriculum. Furthermore, the Board recognizes the need for students to experience the rich learning environment beyond the walls of the classroom. Because of the higher risks of safety and other concerns is imperative that teachers and advisors taking students on field trips, especially extended field trips plan their trips with the assistance of the building principal.

Teacher/Advisor Requesting Extended Student Trip: _____

Dates included on the trip: _____ Location of the trip: _____

Number of School Days Missed Due to this Trip: _____

Housing Accommodations: _____

Number of students: (Attach a complete list of names) _____

Number of chaperones: _____

Name of Chaperones: 1. _____
 2. _____
 3. _____

List the activities that will take place: _____

List educational objectives: _____

List challenges unique to this trip: _____

Statement of assurance regarding adequate liability insurance to protect the Melba School District, board members, chaperones, teachers, and students. _____

Cost to the organization sponsoring this trip: _____

Cost to the school district: _____ Cost to Student: _____

Names of students involved: (use separate sheet of paper if necessary) _____

Attach itinerary and break down of cost:

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| I have read policy no. 577 and agree to adhere the guidelines: _____ <div style="text-align: center;">Teacher/Advisor</div> | I strongly support this proposal: _____ <div style="text-align: center;">Building Administrator</div> |
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FOR OFFICE USE ONLY
 Approved Disapproved
 Date of Board Meeting: _____