

Blaine School District Student Trip Request Form

Date Submitted to Principal _____
 Teacher _____ Grade or Group _____
 School _____ Number of Students _____
 Date(s) of Trip _____ Number of School Days _____
 Destination _____

Type of Trip- Complete list in the appropriate section (Add pages as needed)

- School Day/Sat/Sun (**Non-Overnight**) with no student activity on the water – Principal approval only.
- Parent permission slip – can be generic
- Chaperones – number _____; unsupervised/fingerprinted
- Transportation: walk ; school bus ; water ; other _____
- Funding source _____

- Overnight and/or all trips with student activity on the water– Principal, school supervisor, and Board approval required.
- Letter to Principal outlining details, including finances and supervision plan. (Letter should be presented at least two weeks - one month suggested - ahead of trip.)
- Trip-specific permission slip – attach
- Chaperones – number _____; unsupervised/fingerprinted 1st Aid/CPR
- Transportation: school bus water ; other _____
- Housing: hotel _____ other _____
- Funding source _____
- Costs to student (describe fundraising) _____

- Out-of-State and Multi-Night In-State – Principal, school supervisor, and Board approval required.
- Letter to Principal with concept for trip, including curricular rationale and general plans. (Letter should be presented at least six months ahead of trip, when circumstances permit.)
- Chaperones – number _____; unsupervised/fingerprinted 1st Aid/CPR
- Chaperones – number _____; unsupervised/fingerprinted 1st Aid/CPR
- Funding source _____
- Housing: hotel _____ other _____
- Costs to student (describe fundraising) _____

- Out-of-Country – Principal, school supervisor, and Board approval required.
- Letter to Principal with concept for trip, including curricular rationale and general plans. (Letter should be presented at least six months ahead of trip, when circumstances permit.)
- Chaperones – number _____; unsupervised/fingerprinted 1st Aid/CPR
- Chaperones – number _____; unsupervised/fingerprinted 1st Aid/CPR
- Funding source _____
- Housing: hotel _____ other _____
- Costs to student (describe fundraising) _____

In order to receive board approval request forms must be submitted for review 60 days in advance.

Superintendent signature _____

Board approval date _____