

**Request for Overnight/Out-of-State Trip**  
*Administrative Procedure for Board Policy 4.302*

**All requests for overnight/out-of-state trips must be approved by the Board of Education prior to the date of the event. The Board of Education meets the third Thursday of each month. All requests must be on file in the Office of the Director of Schools ten (10) calendar days prior to the meeting.**

I/We, \_\_\_\_\_, as the sponsor(s)/advisor(s) for \_\_\_\_\_ (club, organization, etc.) hereby request the principal/assistant principal, the Director of Schools, and the Board of Education to approve an overnight/out-of-state trip for the above named group to attend \_\_\_\_\_ (annual convention, State convention, etc.) in \_\_\_\_\_ (city) on \_\_\_\_\_ (dates).

**Please mark one:**

\_\_\_\_\_ This request is for an overnight/out-of-state trip for a same-sexed group of students (males or females) for which adequate chaperones have been secured.

\_\_\_\_\_ This request is for an overnight/out-of-state trip for a mixed group of students (males and females) for which adequate chaperones (at least one male and one female) have been secured.

\_\_\_\_\_ This request is for an overnight/out-of-state trip for a mixed group of students (males and females) for which adequate chaperones (at least one male and one female) **have not** been secured. I/We are requesting the Board of Education to grant an exception as outlined in Board Policy 4.302, "When a mixed group cannot get a male to agree to accompany them on an overnight trip, the Board may grant an exception to this guideline. Exceptions to this guideline shall be rendered on a case-by-case basis and shall not be blanket approved."

**Chaperones:** \_\_\_\_\_

**Students Attending (attach list if necessary):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Arrangements for Transportation (if by personal vehicle, insurance certificate must be on file in the Principal's office):** \_\_\_\_\_

\_\_\_\_\_

**Are parental permission forms on file?** \_\_\_\_\_

**Student account to be charged for expenses:** \_\_\_\_\_

Signed: \_\_\_\_\_ (teacher(s) requesting trip)

Approved By: \_\_\_\_\_ (Signature of Principal/Assistant Principal)

Approved By: \_\_\_\_\_ (Signature of Director of Schools)

Approved By: \_\_\_\_\_ (Signature of Board Chairman)