

DISTRICT 622 OVERNIGHT OR EXTENDED TRIP REQUEST

Form 1

District approval is required before any funds are collected from students

PART I: Approval to Plan & Recruit for an Extended Trip

Date of Request: _____ School: _____

Group Leader's Name: _____ Position: _____

Contact Information:

Email: _____ Phone Number: _____

Dates of Tour: _____

Destination(s): _____

Tour Company Name: _____

Tour Company Customer Service Phone #: _____

Tour Company Emergency Phone #: _____

Date Principal was notified: _____

Trip Leader experience with educational travel as an adult:

Year	Destination(s)	# of Student Travelers	Age Range of Travelers	Your Role (coordinator, adult/chaperone, parent)

Chaperone* Ratio: One Adult Chaperone for every _____ Students

**Chaperones are defined as adults who accompany and oversee groups of students. The majority of chaperones must be certified teachers or other district staff. Parents and students' family members who pay to travel are not considered chaperones.*

Please list all District 622 employees who will accompany this trip: _____

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Educational purpose and goals of tour:

Per district policy 610 - It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved.

Approvals:

Principal/Administrator Signature

Date

Superintendent/Designee Signature

Date

DISTRICT 622 OVERNIGHT OR EXTENDED TRIP REQUEST FORM 2

PART II: Finalized Plans

Submit to Principal/Administrator and Superintendent's Office no less than 8 weeks prior to departure.

TOUR CHECKLIST	RESPONSE
SUBMIT: Complete roster of travelers. Link to roster template: TOUR ROSTER	
SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers.	
Final Destination(s)	
Final Dates of Tour	
Tour Company	
Travel Consultant Name and Phone Numbers	
Final Number of Student Travelers	
Final Number of Paid Adult Travelers	
Final Number of Adults Traveling with a free or reduced fare	
Final Number of District Employees	
Ratio of Adults to Students	
FINAL TOTAL Number of Travelers	
Have parents received detailed information about cancellation policies and fees?	
Is travel insurance through the tour company required or optional for your travelers?	
Have chaperones received background checks through the tour company?	
Have you arranged for district background reports for all adults?	
Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	
How will you communicate with students and adults while on tour?	

**DISTRICT 622 OVERNIGHT OR EXTENDED TRIP REQUEST
FORM 2**

How will you communicate with families back home who are not on tour?	
What is your medication distribution plan for those requiring medication?	