ALPINE SCHOOL DISTRICT
Application for Student Overnight and/or Extended Trip

Name of School _____

Group Requesting Trip _____

Faculty Member in Charge _____

No. of Students in Group   F _____ M _____ Total _____ | _____

No. Of Adult Supervisors **   F _____ M _____ Total _____ | (min. ratio 1:10)

School days to be Missed _____ (NOT to exceed 3 days)

Dates and Times of Departure & Return _____

Estimated Actual Cost Per Student $ _____

Amount Per Student from Fundraiser   - $ _____

Estimated Max Cost Per Student   = $ _____ (total student out of pocket)

Destination and Nature of Trip _____

Objective of the Trip _____

NOTE: Itinerary, transportation, and lodging plans must be described in detail on attached forms.

School Certification and Approval

We have planned the above proposed trip within established district guidelines.

_____ _____ _____ _____
Faculty Advisor Approval   Date   Principal Approval   Date

Parent Meeting to Discuss Trip Plans
(To be completed by principal after parent meeting is held)

Date _____ Time _____ Place _____

No. of Students Represented at the Meeting by at least One Parent _____

Preliminary Vote through Confidential Ballot

No. Of parents Approving the Trip _____   No. Of Parents Opposing the Trip _____

Board Approval _____ Date _____

This form must be typewritten or the request will be returned. All trips must meet one of the following guidelines: 1) Any trip **prior** to October 1st must be approved 90 days before travel. 2) All other extended excursions that require Board approval must be submitted by October 1st. 3) Exceptions will be approved only when an invitation to a national event or national competition occurs after the October deadline, in which case the request must be submitted at least 90 days before departure.

** Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if your group includes 20 students—12 female and 8 male, you would need 2 female chaperones and 1 male chaperone).

Please initial _____

Proposed Itinerary

Date	Destination	Activities	Lodging

Mode of Transportation

Misc Comments/Information

Proposed / Actual Expenses

Organization _____

School _____

Dates _____

Destination _____

No. of Students _____

No. Of Chaperones/Supervisors _____

COST

Summary Breakdown	Proposed	Actual
Cost of Transportation (1)	_____	_____
Cost of Lodging (1)	_____	_____
Cost of Meals (1)	_____	_____
Other Expenses (1)	_____	
Total Expenses	_____	_____
Total Receipts received for Trip		_____
Cost per Student	_____	_____
Cost per Chaperones/Supervisors	_____	_____

Out of Pocket Expenses (Suggested amount of money students bring from home)

Amount per Student _____

Purpose _____

How will the funds for the trip be raised?

_____

(1) Detail Attached

Proposed / Actual Expense Detail

Cost of Transportation   Proposed   Actual

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____

Cost of Lodging

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____

Cost of Meals

_____   _____   _____

Cost of Transportation   Proposed   Actual

Other Expenses

Supervisor Report for Student Excursion Completion

This form must be completed within ten days of the excursion and forwarded to the Board of Education through the appropriate District Administrator. **Please type information**.

School	_____	Board Approval Date	_____
Group Traveling	_____	Total No. of Students	_____
Faculty Member in Charge	_____	Total No. of Advisors	_____
Destination	_____	Date(s) of Trip	_____
Per Student: Final Cost	_____	Original Estimated Cost	_____

Reason for Variance

In one or two paragraphs, explain how the objective of this trip was met.

Students Participating

Name	Total Cash Received	Total Credit for Fund Raisers (1)	Total Received	Approved Waiver

(1) Backup for Fund Raiser allocation must be kept on file with all other trip documentation.

Chaperones / Supervisors Participating

Name	Dates	Amount Received	Total Received

Checklist for Overnight Trips Folder

_____ 1.   Review District Policy 5150 and Guidelines for Overnight Trips

_____ 2.   The following forms/documentation included in folder

            School Board approval letter
            Application for student overnight extended trip
            Proposed itinerary
            Proposed Expenses
            Consent and authorization forms
            Parent approval forms
            List of Students participating and money collected
            List of Chaperones/Supervisors and money collected
            Actual Expenses
            Financial account statement for trip
            Copies of Invoices, receipts, etc. for payments to an advisor or their relatives
            Supervisor report for student excursion
_____ 3.   Has a deadline been set for collection of money?

_____ 4.   Have bids been obtained for transportation, lodging and for other expenditures?

_____ 5.   Has all money been receipted individually by the financial secretary?

_____ 6.   All fund raising meets District Policy #5148

_____ 7.   Periodic reviews by the principal (It is recommended that an assistant principal or designee
            be assigned to monitor and review the completed overnight trip process)

_____ 8   Schedule trip expense payments well in advance to prevent emergencies requiring credit

_____ 9.   Set up trip account in the financial system to record all trip activity

_____ 10.   Review Chaperones cost and responsibilities

_____ 11.   Limit of one Supervisor/Chaperone per ten students

Administrator's Trip Review Checklist

Trip: _____   **Date:**

_____ 1.   Are the following forms in the trip folder?
            School Board Approval Letter
            Application for student overnight trip

Proposed Itinerary
Proposed and Actual Expenses
Consent and Authorization Forms
Parent Approval Forms
List of Students Participating and Money Collected
List of Chaperones/Supervisors and Money Collected
Financial Trip Account Statement for Trip From Accounting System
Supervisor Report for Student Excursion
Copies of Invoices, receipts, etc. for payments to an event sponsor or their relatives

_____ 2.   Are actual expenses within the proposed expenditures? If not why?

_____ 3.   Were any checks or money expended to an advisor or their relatives?

_____ 4.   Were bids obtained for all major expenses? (transportation, lodging, etc.)

_____ 5.   Has all the money been receipted individually by the financial secretary?

_____ 6.   What costs were paid for the chaperones or supervisors? If reduced cost was given to anyone was it approved by school administration?

_____ 7.   Were there any changes to be proposed itinerary? If so why?

_____ 8.   Have the expenses been reviewed for reasonableness?

_____ 9.   What is the balance of the trip account after the completion of the trip?

_____ 10. How much cash was carried on the trip? Purpose? What security measures were used?

_____ 11. How many school days were missed because of the trip?

_____ 12. What was the chaperone to student ratio?

_____ 13. How were the funds raised for the trip? Were they approved and within school and district policy?

_____

Administrator Signature   Date

Note: It is extremely important to review overnight trips to prevent any problems and embarrassment to the sponsor, school, district and community. We suggest this checklist be reviewed with the event sponsor two weeks prior to the trip and immediately after the trip. Normally an assistant principal is assigned to perform the trip review.

This checklist must be attached to the trip account statement generated by the accounting system.