



Westlake High School

Application for Student In-State Overnight Trips

Name of Organization			
Faculty Member in Charge			
Cell Phone # of Faculty Member in Charge			
No. of Students in Group	# of Females		# of Males
School days to be Missed			
Date leaving		Time leaving	
Date returning		Time returning	
Amount to be paid by the student to school			
Amount to be paid by budget			
Amount to be paid by fundraiser acct.			
Destination and Nature of Trip			
Hotel Information (including address and phone #)			

Mode of Transportation	School Bus <input type="checkbox"/> Have you ordered the bus already Yes <input type="checkbox"/> No <input type="checkbox"/> Charter Bus <input type="checkbox"/> Are you sharing a bus with another school? Yes <input type="checkbox"/> No <input type="checkbox"/>
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School Certification and Approval

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

Faculty Advisor Approval	Date	Administrator's Approval	Date

Check List

<input type="checkbox"/>	Complete itinerary attached (with times of games, performances etc.)
<input type="checkbox"/>	Emergency contact information
<input type="checkbox"/>	Medical release forms for each student
<input type="checkbox"/>	Parent permission slips
<input type="checkbox"/>	Chaperones have had their background checks completed

This form must be typewritten or the request will be returned. All trips must meet one of the following guidelines:

**** 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. You must have 1 chaperone for every 10 students . (Female students require female chaperones.....male students require male chaperones).**

Please initial _____