

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 | Female | | Male | | Total | | |
| No. of Adult Supervisors ** | Female | | Male | | Total | | (min. ratio 1:10) |
| School Days to be Missed | (Not to exceed 3 days) | | | | | | |
| Dates and Times of Departure & Return | | | | | | | |
| Estimated Max Cost Per Student | \$ | | | | | | |
| Amount Per Student from Fundraiser | - \$ | | | | | | |
| Estimated Max Cost Per Student | =\$ | | | | | | |
| 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

| | | |
|--------------------------|-------|--------------------|
| _____ | _____ | _____ |
| Faculty Advisor Approval | Date | Principal Approval |

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 travel. 2) All other extended exc

**** 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 _____

Parent Meeting to Discuss Trip Plans

To be completed by principal after parent meeting is held

| | | | | | |
|--------------|--|--------------|--|---------------|--|
| Date: | | Time: | | Place: | |
|--------------|--|--------------|--|---------------|--|

Parent's Preliminary Vote through Confidential Ballot - **ONLY ONE VOTE PER STUDENT**

| | | |
|--|--|---|
| No. of parents Approving the Trip | | Only one vote per student is allowed. <u>If two parents are in attendance you may only count one of their votes.</u> Total Number of votes cannot be greater than the number of students that will be participating in the trip. |
| No. of Parent Opposing the Trip | | |
| Total No. of Students in Group | | |
| Approval % | | |

Number of Approved Votes ÷ No. of Students in Group = Approval %

Proposed Itinerary

| Date | Destination | Activities | Lodging |
|------|-------------|------------|---------|
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Mode of Transportation

Misc Comments/Information

Board Approval

Board Approval

Date

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 | Proposed | Actual |
|-----------------|----------|--------|
| | | |
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| | | |

| Cost of Meals | Proposed | Actual |
|---------------|----------|--------|
| | | |
| | | |
| | | |
| | | |

| Cost of Other | Proposed | Actual |
|---------------|----------|--------|
| | | |
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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 |
|------|---------------------|-----------------------------------|----------------|-----------------|
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(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 |
|------|-------|-----------------|----------------|
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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 expenses payments well in advance to prevent emergencies requiring credit card and wire transfer money.
- _____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.

