

# WESTLAKE HIGH SCHOOL

## Out-of-State and Over-Night Travel

### Checklist

Dates of Travel \_\_\_\_\_

Destination \_\_\_\_\_

**IMPORTANT:** Before your group may leave on the trip, checklist must be completed and turned in to Kristin Packer

- Trip has been approved by Administration and/or District. (Out of State)

\_\_\_\_\_ (Admin signature)

- Chaperone List submitted to Natalie for Background Checks (10 to 1 ratio).

\_\_\_\_\_ (Signature)



\_\_\_\_\_ (Date)

- 2 Copies of the *Consent and Authorization Form* filled out by parent (One copy must travel with you and one copy submitted to Main Office).

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

- Budgets and Transportation approved by Natalie Clark (if needed).

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

- All students paid in full for trip, approved by Receipts Secretary.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

- Attach a complete itinerary (Hotel, Charter Bus, etc.)

Group/Team \_\_\_\_\_

Advisor/Coach \_\_\_\_\_

Please complete the *Student Excursion Report Completion* form and turn in to John Broadhead 10 days following your trip.

