

OVERNIGHT/OUT OF STATE FIELD TRIP SPONSOR APPROVAL FORM

The **OVERNIGHT/OUT OF STATE Field Trip Approval Form** must be signed by the site Principal, the Superintendent and the School Board President **before** students are informed of the field trip and before permission slips are sent home to families.

Approval of the CISD Board of Education at a regular school board meeting is required for school events that involve taking students off School property for overnight periods. Events sponsored or coordinated by a school site must be related to a specific school activity with defined goals and objectives and properly supervised. All school activities must be in compliance with the policy on field trips and transportation of the CISD and the Off-Site Activities/ Chaperone Policy.

(Circle One): HIGH SCHOOL MID-SCHOOL ELEMENTARY

Today's Date: _____ Designated Supervisor(s) of Activity: _____


Destination: _____

Purpose of Trip: _____

Sponsor has read the **Field Trip Justification** document: ___ YES ___ NO

Date of Trip: _____ Departure Time: _____ Return Time and Date: _____

Method of Transportation: _____ Grade Level: _____

Estimated Trip Cost		
Item	Rate/Details	Sub-Total
Transportation (Bus - \$1.75 X RT Mileage)		
Bus Driver Cost (\$24. X # of hours)		
Accommodations (Incl. Students, Staff, & Bus Driver) Room Rate + Taxes X number of rooms/night(s)		
Meals (\$7.00 per meal per person allowed)		
	Total 	

This form must be submitted to the site Principal/Administrator, then submitted to the Board a minimum of two months prior to the scheduled trip.

Supervising Teacher's Signature: _____ Date: _____

Principal's Approval Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

School Board President: _____ Date: _____

Approval: YES ___ NO: _____ Reason: _____