## STUDENT TRIP REQUEST AND APPROVAL FORM

Pursuanto BellinghamPublicSchools policy2320, form for approval musbecompleted or all studentASB, WIAA, schoolday, out-of-local area, overnight trips, out-of-state and out-of-country travel including summer travel, etc. Completed form required 2-4 weeksprior

Approval in Concepthasbeengiven through Form 2320F2 for out-of-state, multi-night trips, and/or trips that involve fundraising. TRIP INFORMATION Event: School: DateSubmitted to Principal: Teacher/Coach/Advisor: Grade or Group: Destination: Trip Dates: # of Students: # of Chaperones: EstimatedCost: If lessthan 10 students two chaperones are reqcL department Registration \$ Lodging ASB\$ Family/Student Contribution (describe) • PTA\$ CTE \$ Other Other(describe) Grant\$ TOTAL COST \$ \*\*If trip requiresa contract(ex. charterbus, facility useor rentalagreemen); contactAdmin Assistantof Activities & Athletics\*\* Student ASB Treasurer (ASB travel only) Teacher/Coach/Advisor Date: Directorof CTE (requiredif CTE funding) Director of Activities and Athletics Date: \_\_\_\_\_(required for overnight, out-of-state and out-of-country travel) Assistan Superintenden Dept. of Teaching and Learning Date: (required for overnight, out-of-state and out-of-country travel) Superintendent

<sup>\*\*</sup>Copies of fully approved form to Teacher/Coach/Advisor,Principal, Risk Managementand ASB Bookkeeper\*\*