Fleming County Schools

Overnight Trip Request

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| Sponsor’s Name |  |
| Date(s) of Trip |  |
| Have arrangements been made in classes students will miss? |  |
| **Attach list of students, chaperones, parents, and teachers. (A final list of all people going on the trip must be left in the school and submitted to the central office prior to the teachers/students departure. If you have male students attending the trip, you must have a male chaperone. If you have female students attending the trip, you must have a female chaperone).** | |
| Mode(s) of transportation | \_\_\_\_ Bus \_\_\_\_Van  \_\_\_\_Charter Bus \_\_\_\_Charter Shuttle |
| Itinerary (included sites, motels/hotels) |  |
| Objectives |  |
| How will you evaluate the success of this trip? (Evaluation must be filed in principal’s office within one week of return) |  |
| What financial arrangements have been made for students? |  |
| Sponsor should attach any other documentation he/she wishes.  Principals must insure that ALL the information is included. (Signature indicates all information is included and principal recommends approval). | |
| Principal’s Signature | Date of Signature |
|  |  |
| Board Chairperson’s Signature | Date of Signature |
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