



**BURLINGTON AREA SCHOOL
DISTRICT**

SCHOOL SPONSORED EXTENDED TRIPS

Extended school field trips are covered under Board Policy 352.1. A copy of the policy is attached to this form. Extended school field trips include one of the following characteristics: trips of more than 150 mile radius, tours to a foreign country, overnight trips, trips that involve fund raising.

Please fill out the form below with the required information and submit it to your building principal and the Superintendent prior to any formal discussion with students or any public announcements.

School: _____ **Teacher:** _____

Destination: _____

1. Please attach an explanation of the instructional purpose of the trip and how it complements district curriculum objectives.
2. Please list the following:
 - Length of trip _____
 - Departure date and time: _____
 - Return date and approximate time of return: _____
3. Approximate number of students: _____
4. Explanation of all financial arrangements: (Explain how trip is funded)

5. Cost of trip per participant and what is and what is not included in the price:

6. A count of the number of free transports, if any are furnished, and to whom they will be granted: _____

7. A list of the names of chaperons who will accompany the students. The trip organizer is to be an employee of the Burlington Area School District. Additional supervisors are to be adults approved by the Superintendent.

8. Evidence of insurance coverage and transportation by a bonded carrier needs to be provided. (Please attach evidence of this requirement.)
9. Please list the deadlines for forfeiture of deposit if a student signs up for a trip and then decides not to participate.

10. Please provide a list of fund raising activities and/or organizations that will be solicited for support: _____

11. List of references of the contract company: _____

12. Please attach a list of specific rules governing the trip.

Rules Governing the implementation of extended field trips:

1. No fund raising activities for an extended trip may occur before trip approval is granted.
2. A request for school sponsored extended trips should be submitted a minimum of 90 days prior to the trip. (Exceptions to the 90-day rule may be granted by the Superintendent.)
3. All students participating in extended trips are expected to abide by trip conduct rules and school regulations.

4. Student participants will furnish written parent permission and medical emergency information, along with authorization for medical care and private insurance carrier information prior to the extended school trip. (See attached form.)

**Please see Board Policy #352.1 for more information.

I have read Board Policy #352.1 and understand the requirements for extended field trips and have provided all of the requested information.

Teacher Signature

Date

Approved by: _____
Principal

Date

Superintendent

Date