

Overnight field trips require the following information to be provided to the Area office 10 days prior to the trip. Enter the trip in Edulog and then submit the following information.

- 1) Submit an agenda, trip information, location, date leaving, date returning, etc. If free time is built into the agenda, what does it mean for students?
- 2) Insure that parental consent forms are on file for each student going on the trip.
- 3) If males and females are going on the trip, you will need male and female chaperones. Please submit a list of chaperones, **and insure that all chaperones have a background check on file.** Trips require **one chaperone for every ten students.**
- 4) Is an Administrator going on the trip?
- 5) What is the purpose of the trip?
- 6) What is the cost? Who is paying? What about students who cannot afford to pay?
- 7) What means of travel will be used for the trip? Charter, bus, airline . . . If a Charter bus is going to be utilized, please submit the name of the Charter.
- 8) Do you have a rules and procedures document that will be followed by all students on the trip?

There will be a delay in approval of the overnight travel if **all** information is not submitted in a timely manner.