**Glacier High School**

**School Sponsored Approval Request Form**

School Sponsored trip requests must be submitted to the administration for approval at least 30 calendar days before the day of the proposed trip.

**Section A: Educational Benefit:** Please describe the educational benefit of the proposed school trip and the specific connection to the Montana State Standards. **Per Board Policy #2320: The Board recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips, when educational objectives achieved by the trip outweigh any lost in-class learning opportunities.**

|  |
| --- |
| **Click here to enter text.** |

**Section B: Calendar Check**: Before scheduling your trip please reference the activity and academic calendars to check that your trip is not conflicting with other major events.

|  |  |
| --- | --- |
| No Conflicts | Potential Conflicts: Click here to enter text. |

**Section C: General Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Trip Dates(s): | | **Click here to enter text.** | Number of Staff Chaperones: | **Click here to enter text.** | |
| Number of Students: | | **Click here to enter text.** | Destination: | **Click here to enter text.** | |
| School Trip Sponsor: | | **Click here to enter text.** | Number of Non-Staff Chaperones: | **Click here to enter text.** | |
| Periods Missed: | 1 2 3 4 5 6 7 | | Names Submitted and Background Checks Completed: | | YesNo |

**Section D: Type of Trip (check all that apply)**

|  |  |  |
| --- | --- | --- |
| Regular School Day | Club Sponsored | Community Service |
| Non-School Day | Curricular | Promotional |
| Field Trip | Co-Curricular | Other: Click here to enter text. |

**Section E: Mode of Transportation**

|  |  |  |  |
| --- | --- | --- | --- |
| Walking | District Bus | Contractor Bus | Other (describe)Click here to enter text. |

**SectionF: Scheduling and Trip Associated Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Departure Date: | **Click here to enter text.** | Return Date: | **Click here to enter text.** |
| Departure Time: | **Click here to enter text.** | Return Time: | **Click here to enter text.** |
| Departure Location: | **Click here to enter text.** | Return Location: | **Click here to enter text.** |
| Number of Buses Requested: | **Click here to enter text.** | Projected Cost of Trip: | **Click here to enter text.** |
| Budget Source: | **Click here to enter text.** | Budget Code: | **Click here to enter text.** |

**Section G: School Sponsored Approval Request Form Submission:** Print this form. Sign and date before submitting to department leader and administration.

Signature of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: August 20, 2015

Signature of Department Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐Approved ☐Denied

Signature of Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐Approved ☐Denied

For Administration Review:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Advanced Notice | Educational Benefit | Sub Availability | Alternative Options | Calendar | Cost | Other |

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Post-Approval Checklist and Final Submission

After receiving approval for the School Sponsored Request you must complete the following checklist. Some aspects of the checklist require additional submissions to different people/departments.

Bus Requisition completed and submitted to administration for signature

Itinerary submitted to administration

Lesson plan for the trip submitted to administration

Substitute Teacher request submitted on-line

Substitute lesson plans completed

List of student names submitted to attendance clerk

List of student names submitted to administration

List of chaperones (including contact information) submitted to Jan Twamley