

Lovington School Board Meeting

Out-of-State Travel Request

Today's Date:

To: Lovington Municipal School Board

(Request)

Trip Details:

- **Dates:**
 - **Location:**
 - **Event:**
 - **Number of Participants:**
 - **Number of Sponsors:**
-

Detailed Agenda:

Example:

- Day 1: Departure & Arrival
- Day 2: Event / Competition Day
- Day 3: Local Sightseeing / Educational Activity
- Day 4: Return Home:

❖ Be as specific as possible with times and events.

☐ Attached

Roster (Sponsors and Students with Emergency Contact Numbers):

☐ Attached

Detailed Travel Itinerary (Hotels, Flights, Days of Travel, Travel Stops, etc...) :

☐ Attached

Budget (Registration, Lodging, Transportation, Meals, Parking, Leisure Activities, etc):

☐ Attached

Detailed Funding Plan (Fundraising efforts, Industry Partnerships, and Administrative Support):

☐ Attached

Signatures:

Position	Print Name	Signature	Date
Teacher			
Principal			
Superintendent			
Activities/Athletic Director			
School Board President			