PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

1. Advisor/Faculty Name & Club/Team Name:
2. Please provide a rationale for the trip:
3. What is the event to be attended? What is the address where the event/competition will take place?
4. Proposed Departure Date:
5. Proposed Return Date:
6. Which students (grade, class, or organization), will be going? How many students will be attending? How many boys? How many girls?(Please do not list specific names)
7. Who will be chaperoning the trip? (Please give specific names and titles/positions):

8. What is the itinerary/schedule planned? Are any additional supplemental activities planned?
9. What will the mode of transportation be? What liability insurance does the carrier have? Will additional shuttle transportation be necessary? If so, please explain.
10. Where will the group be housed and fed (name, address, and phone # of the hotel)? Please give details of security measures at the hotel. How many students will be assigned to a room?
11. If a tour guide is being used, what is their name, address and phone #? What liability insurance do they carry?
12. What is the estimated cost of the trip per student? (Please break the cost down by registration, travel, hotel, food, misc.). What is the source of the funds?
13. Requisitions Needed:

Requisition To:	Date Received: (to be used by the office only)
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Receipts #'s(to be used by the office only):

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