# International Trips Request

**General Information**

- Requests must be submitted by October 31st of the school year prior to the trip (example: October 2021 proposal for the 2022-2023 school year).
- All international trips are considered an Extended Learning Opportunity and are credit bearing; either a half credit or credit will be awarded for the ELO.
- All international trips will have some required reading (book, articles, guidebooks, etc.) to enhance the trip as well as a concluding experience.

Today's Date: _____

Name of Lead Chaperone: _____

Name(s) of Additional Chaperone(s): _____

Location(s) of Trip: _____

Departure Date: _____ Return Date: _____

Is it advisable for United States citizens to travel to this destination according to the United States State

Department and Center for Disease Control and/or travel advisories? YES _____ NO _____

Number of Students: _____

Selection process for student participation: _____

_____

Approximate Total Cost of Trip (includes meals, lodging, transportation, etc): _____

Educational Value of Trip and Study Program: _____

_____

_____

_____

_____

***Please see the next page for additional materials required for request to be considered.***

**Additional Materials to be Submitted with Request**

- Letter to the Bow School Board which includes:
    - Formal request for trip;
    - General itinerary of the trip;
    - Detailed explanation of the educational value of the trip.
- Detailed tentative itinerary of the trip which includes:
    - Daily schedule for students;
    - Transportation plan which includes information about departure from and return to Bow, NH/United States;
- Approved (by Academic Dean) ELO plan which includes:
    - Pre-trip preparation and learning;
    - List of required reading selections;
    - Concluding experience requirements and expectations.
- Selection Process Information and Documents (if applicable)

Lead Chaperone's Signature: _____ Date: _____

Academic Dean's Signature: _____ Date: _____

Principal's Signature:_____ Date: _____

School Board Meeting Date: _____ Approved: _____ Not Approved: _____