

**Jackson County Central Public Schools
Policy 610-Extended/Overnight Field Trip**

The proposal was submitted within appropriate timelines prior to the proposed trip. All Extended/Overnight Field Trips are subject to approval by the Principal, Activity Director (if applicable), and Superintendent.

Trip Information

BUILDING:

Date(s) of Trip:

Trip Destination Information: *Extended field trips should be avoided during the end of term at the middle school and high school, or when standardized tests are being administered, if possible. Trips that are out-of-state or country need to occur during the summer. **Please attach Itinerary.***

Will students miss class time because of this trip?

Yes: ☐ How much instructional time per student? _____ **No** ☐ x□□□□□

Sponsoring Organizations or Class:

Faculty Advisor:

**Chaperones: (Attach list if needed)
Name(s):**

**If overnight, do all
chaperones have
approved background
check on file?**

Check one: Yes:
☐ **No:** ☐

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Note: The staff and/or adults chaperoning are germane to the trip being taken. The school district requires that a criminal background check is to be conducted on any chaperone/volunteer who assist on an overnight trip with students.

What is the cost per chaperone?	
What is the total amount the chaperone will pay?	
What is the goal or purpose of the trip?	
Estimate the Total Cost for this Field Trip:	
Total cost for transportation	
Total cost for lodging	
Total cost for food	
Cost for substitute teacher(s)	
Cost for registration/admission fees	
Total Estimated Cost:	
Number of students participating in Field Trip:	
Estimated Cost Per Student:	

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Note: No fundraising for the trip should occur until the Principal and Superintendent approve the trip. Funding for the Field Trip is documented and reasonable. Fundraising and money handling follow district-approved guidelines and procedures.

How is this trip being financed? *Field trip financial accessible to all students.*

Is a fundraising event being used to defray at least some of the trip expenses? (Check one) **Yes:** ☐ **No:** ☐

YES:

*(Please describe below the fundraising plans and timelines and **attach a copy** of the fundraising requests, then outline the fundraising sources below)*

NO:

(Outline the funding sources below)

Funding Sources:	Amount:
A. Total cost for each student	
B. Amount paid per student by building funds	
C. Other amounts paid per student/parents	
D. Amount paid per student through fundraising mechanism	
Total amount paid by each student = A - (B+C+D)	

Describe how economically disadvantaged students are receiving an opportunity to participate in this field trip. Note: It is the responsibility of the sponsoring staff member to communicate the mechanism for accessing financial aid to all students.

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Person Submitting Proposal		Signature/Date
Activity Director	Approved: ☐ Disapproved: ☐	Signature/Date
Building Principal	Approved: ☐ Disapproved: ☐	Signature/Date
Superintendent	Approved: ☐ Disapproved: ☐	Signature/Date
School Board Clerk	Approved: ☐ Disapproved: ☐	Signature/Date