

**QUICK check list for: Overnight & Out-Of-State Trips**

**Field Trip To:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_ **Person requesting the trip:** \_\_\_\_\_

**School:** \_\_\_\_\_

- I have read the "Optional Student Travel" Policy IICA and Travel Packet.
- Purchasing information sheet is sent to the Purchasing Department if the trip is GREATER than \$9,500.
- Completed the Parent Support Survey.
- Completed the "Optional Student Travel Request", 5 pages to include Club/StuCo Min/SIAC Minutes if applicable and any brochures, itinerary, Parent Support Survey and any other trip information, signed and given to the appropriate secretary for completion and accuracy and Administrator approval. The packet will then be sent to the Area Superintendent for approval. **Important** ALL adults attending need to be listed on page 4 of the travel packet.
- "Travel Parf Creation" is submitted.

**AT THIS POINT YOU SHOULD BE RECEIVING THE NOTIFICATION OF TRIP APPROVAL  
FUNDRAISING REQUEST AND ECA DONATION REQUEST CAN BEGIN**

- Submitted the "Student Activities Requisition(s)" along with club minutes (if using club funds) and fundraising request form for fundraising activities, to your secretary (activities/athletics for secondary) to request a purchase order for any expenses for this trip i.e. fundraising, admission etc.

How many payments are scheduled for this trip? \_\_\_\_\_

Dates of payments: \_\_\_\_\_

Final payment is due: \_\_\_\_\_

- Acquired the necessary forms for this field trip (see step #5).
- Communicated travel plans to all those that need your trip information: Cafeteria, Teachers, School Secretary etc.
- Will send invoice(s) to student activities for payment no later than 3 weeks before trip takes place. The student and chaperone/staff numbers will be broken out along with any additional chaperone payment receipts paid in to the club account through In-Touch, that exceed the allowable ratio of 1:10 Elementary and 1:15 Secondary. This ratio includes ALL adults attending with included comp tickets. A room list will also be provided to include ALL adults and students attending. The Student and chaperone/staff ratio applies to meals also. When exceeded, proof of additional payments paid in to the club account through In-Touch needs to be provided.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

Send completed form to the Student Activities Department upon trip approval