

Brainerd Public Schools #181
Extended Field Trip - Application Form

Directions: Complete this form in its entirety and submit to the School Board for approval before commencing trip-related publicity, recruitment, and fund-raising. Include relevant insurance information, travel brochures or travel information with this application. *(Note: The sponsor teacher(s) must complete this form and the school board must approve it before any student overnight travel is discussed with students or parents.)*

Teacher/Advisor(s): _____ Date of Request: _____

ISD #181 Class/Group trip is intended for: _____

Trip Destination: _____

Educational Purpose of the trip in **detail** (*include itinerary*): _____

Dates/Times of Proposed Travel-Departure: _____ Return Date/Time: _____

Number of school days to be missed: _____

Travel Agency: _____

How will students be selected for this trip? _____

How will the trip be funded? _____

Cost Per Student? _____

Method of Transportation: _____

Accommodations for Housing/Lodging: _____

Chaperones will sign off on the Rules of Conduct Agreement - List of names who will serve as student chaperones for the trip? _____

What will be the student to chaperone ratio? _____

How will information regarding the trip be shared with students, parents, and chaperone? _____

Teacher/Advisor Signature/Date

Approved: _____
Principal Signature/Date