



**MOORHEAD**  
AREA PUBLIC SCHOOLS

**Independent School District 152**

**Probstfield Center for Education**

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[www.moorheadschoools.org](http://www.moorheadschoools.org)

• Superintendent: 218-284-3330

• Assistant Superintendent: 218-284-3370

• Human Resources: 218-284-3350

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## Extracurricular Activities Field Trip Request Form

**Administrative Procedure:** 632.3

**Section:** 600 EDUCATION PROGRAMS

**Date Adopted:** 6/12/2017

**Date Revised:**

**Date Reviewed:**

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### SECTION I

#### PRELIMINARY APPROVAL

Field trip request name: \_\_\_\_\_ Type of trip: Activity

Date of request: \_\_\_\_\_ School Board presentation date: \_\_\_\_\_

Please explain the value of the trip and how the trip is related to the activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trip destination: \_\_\_\_\_

Date of trip departure: \_\_\_\_\_ Return date: \_\_\_\_\_

Number of school days involved: \_\_\_\_\_ Number of students involved: \_\_\_\_\_

Number of coaches involved: \_\_\_\_\_

\_\_\_\_\_ Attached trip itinerary (activities planned, approximate timelines, accommodations, transportation plans);

\_\_\_\_\_ Attached student roster;

\_\_\_\_\_ Attached accommodation plans for any student with IEP/504 plan;

\_\_\_\_\_ Attached funding plans (trip anticipated expenses, approximate cost to the district, student's individual costs and fundraising plans);

Authorization signature for athletic/activities director: \_\_\_\_\_

Authorization signature for building administrator: \_\_\_\_\_

Signature of Superintendent/assistant superintendent of learning and accountability: \_\_\_\_\_

Board approval date: \_\_\_\_\_

## **SECTION II**

### **FINAL TRIP INFORMATION**

This request form is to be received by the Superintendent/assistant superintendent of learning and accountability, athletic/activities director and building administrator at least TWO (2) weeks prior to the date of departure. (Failure to provide this assurance will result in immediate cancellation of the trip. (School Board Policy 632)).

- \_\_\_\_\_ 1. Roster of students going on trip;
- \_\_\_\_\_ 2. List of staff and adult chaperones going on trip;
- \_\_\_\_\_ 3. A detailed trip itinerary: transportation plans at destination, hotel/motel accommodations, addresses, phone numbers, places and timelines of activities/events planned;
- \_\_\_\_\_ 4. An accommodation plan for students with an IEP or 504 plan;
- \_\_\_\_\_ 5. Trip expenses, district costs, fundraising and cost of the trip for individual students;
- \_\_\_\_\_ 6. List of emergency phone numbers where staff/chaperones can be reached in case of an emergency;
- \_\_\_\_\_ 7. Transportation plans to and from destination (company, flights, times, costs, schedule, chaperoning, and approved Administrative Procedure 632.1: Regular/Extended Day Field Trip Request Form if needed).