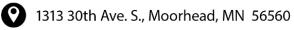


Independent School District 152





Phone: 218-284-3300



_	_
П	
•	_

Fax: 218-284-3333

Extracurricular Activities Field Trip Request Form

Administrative Procedure: 610.3 Section: 600 EDUCATION PROGRAMS Date Adopted: 6/12/2017 Date Revised: 08/29/2024

Date Reviewed: 08/29/2024

SECTION I

PRELIMINARY APPROVAL

Field trip request name:	Type	of trip: Activity	
Date of request:	School Board presenta	ation date:	
Please explain the value of the trip and how t	he trip is related to the activi	ty:	
_			
_			
_ Trip destination:			
		D	ate of trip
departure:	Return date:		Number of
school days involved:	_ Number of students involv	ed:	Number of
coaches involved:	_		
Attached trip itinerary (activiti	es planned, approximate tim	elines, accommodation	18,

transportation plans);
Attached student roster;
Attached are accommodation plans for any student with an IEP/504 plan;
"The mission of Moorhead Area Public Schools is to develop the maximum potential of every learner to thrive in a changing world."
Attached are 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 teaching and learning:
Board approval date:
SECTION II FINAL TRIP INFORMATION
This request form is to be received by the Superintendent/assistant superintendent of teaching and learning departure. (Failure to provide this assurance will result in immediate cancellation of the trip. (School Board Policy 610).
1. A roster of students going on the trip;
2. List of staff and adult chaperones going on the trip;
3. A detailed trip itinerary: transportation plans at the 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 the destination (company, flights, times, costs, schedule, chaperoning, and approved Administrative Procedure 610.1: Regular/Extended Day Field Trip Request Form if needed).