

Chino Valley Unified School District  
**SCHOOL-SPONSORED TRIPS REQUEST FORM**

School-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience and may be conducted in connection with the District's course of study or school related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities.  
 Student trips that require overnight stay or are in excess of 250 miles (one way) require Board approval. (Board Policy/Administrative Regulation 6153)

This form must be accompanied by complete itinerary, conference notification, DMV driver's record search, proof of insurance, and/or itinerary for air travel.

School Site _____	Date of Request _____
Name of Activity _____	Club/Organization _____
Date(s) of Travel _____	Title of Course of Study _____
1. <b>Purpose</b> of trip (define the purpose of student travel with educational experiences other than those provided within the regular classroom setting and/or regular classroom field trip experience):  _____	Signatures Required
	1. _____ Teacher making request ( <b>PRINT</b> ) <span style="float: right;">Date</span> <i>(Indicates complete knowledge/compliance with Board Policy/Administrative Regulation 6153)</i>
2. <b>Attendees</b> (student/chaperone ratio = 10 to 1) Number of boys _____ Number of girls _____ Number of male chaperones _____ Number of female chaperones _____	2. _____ Activities Director and/or Athletic Director (PRINT) High School ONLY <span style="float: right;">Date</span> <i>(Indicates approval which complies with the educational objective set by the teacher.)</i>
	3. _____ Signature of Principal <span style="float: right;">Date</span> <i>(Indicates approval which complies with the educational objective set by the teacher.)</i>
3. <b>Destination</b> (must include complete address and telephone number) Name of Venue: _____ Address of Venue: _____	4. _____ Signature of Transportation Manager <span style="float: right;">Date</span> <i>(Indicates approval of transportation arrangements)</i>
4. Type of <b>transportation</b> School Bus _____ Charter Bus _____ Car _____ Other _____	5. _____ Signature of Risk Management <span style="float: right;">Date</span> <i>(Indicates pertinent insurance requirements and contractual requirements are in compliance)</i>
5. <b>Accommodations</b> (if different than travel destination; must state complete address and telephone number and number of students per room) Hotel-School-other: _____ Address: _____	6. _____ Signature of Deputy Superintendent/Assistant Superintendent <span style="float: right;">Date</span>
6. Cost of funding student travel (cost per student and sources providing funds for travel) \$ _____ per student cost _____ source of funding	

Student travel that requires overnight stay or is in excess of 250 miles (one way) requires board approval. Exception to this regulation is to be provided when a student or group of students must attend a competitive event and notification of said event does not allow sufficient time for board approval. In such cases, the principal and Superintendent must approve.

\_\_\_\_\_  
 Superintendent Approval Date  
*to be ratified at the next Board of Education meeting*