



## 2018-2019 Application for Permission to Travel

### Section I – General Information *(check all that apply)*

- Requires Principal Approval     Requires District Approval     Requires Board Approval
- First time travel for this group/itinerary    OR     Annual/Repeated trip (i.e. annual Fall choir retreat)

School: \_\_\_\_\_ Name of group: \_\_\_\_\_

Dates of travel: \_\_\_\_\_ Initiator: \_\_\_\_\_

Destination: \_\_\_\_\_ Application date: \_\_\_\_\_

Number of nights of overnight stay: \_\_\_\_\_ Time of departure: \_\_\_\_\_

Number of school days students will miss: \_\_\_\_\_

Rationale for missed school days: \_\_\_\_\_

\_\_\_\_\_

Number of students: \_\_\_\_\_ male    \_\_\_\_\_ female    Number of chaperones: \_\_\_\_\_ male    \_\_\_\_\_ female

Background checks will be completed and verified on all chaperones. Background checks must be submitted every three years.

**Person verifying background checks will be:** \_\_\_\_\_ **Initial here when completed:** \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What plans have been made for school make-up work when trip requires students miss school?

\_\_\_\_\_

\_\_\_\_\_

What specific responsibilities have been assigned to the chaperones? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section II – Budget Information – Cost per Student**

**Expenses (per student)**

- 1. Transportation \$ \_\_\_\_\_
- 2. Lodging (no home stays) \$ \_\_\_\_\_
- 3. Meals \$ \_\_\_\_\_
- 4. Fees/Event Expense \$ \_\_\_\_\_
- 5. Other \$ \_\_\_\_\_

Description of other expenses: \_\_\_\_\_

6. **Total cost per student (total lines 1 through 5):** \$ \_\_\_\_\_

7. # of chaperones \_\_\_\_\_

8. # of students \_\_\_\_\_

9. **Total # of students + chaperones** \_\_\_\_\_

10. **Total cost of participation (Line 6 x Line 9):** \$ \_\_\_\_\_

11. Substitute Teachers: (rates are effective 2016-2017)

a. \_\_\_\_\_ # Full-Day Substitute(s) x \_\_\_\_\_ # of Days @ \$241.43 = \$ \_\_\_\_\_

b. \_\_\_\_\_ # Half-Day Substitute(s) x \_\_\_\_\_ # of Days @ \$120.72 = \$ \_\_\_\_\_

c. **Total Sub Cost** \$ \_\_\_\_\_

**TOTAL COST OF FIELD TRIP (Line 10 plus line 11c.):** \$ \_\_\_\_\_

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ \_\_\_\_\_

Briefly describe fund-raising activities and other resources: \_\_\_\_\_

*No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.*

**Section III – Transportation and Lodging Information**

- Transportation:
- NCSD bus
  - NCSD mini bus (Type 20)
  - Rental Vehicle (no rental of 15-passenger vans allowed)
  - Nondistrict commercial transportation (bus, train, plane)
  - Private/personal vehicles (Must have parent/guardian release form)

For use of NCSD minibus or Rental Cars, please identify the NCSD current certified mini-bus drivers:

Name of Driver(s): \_\_\_\_\_  
\_\_\_\_\_

**NCSD mini buses cannot be used for trips which total more than 600 miles round trip.**

Number of miles round trip: \_\_\_\_\_

Name the type(s) of nondistrict transportation to be used (including to and from airport) and company name: \_\_\_\_\_

Name and location of lodging and description of room arrangements (chaperones may not share rooms with students; see item #2 under Chaperone Guidelines). Students are not allowed to stay with host families without written permission from Superintendent or designee. This is in accordance with Volunteer Policy IICC-AR(1): \_\_\_\_\_

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**For all travel requests, transportation details and a pre-trip driver requirements forms (If driving a Type 20 NCSD minibus must be included).**

I have read and understand all trip guidelines.

\_\_\_\_\_  
Trip Leader Signature

\_\_\_\_\_  
Date

**Section IV – Required Attachments for building level approval only.**

The following attachments must accompany this application:

- Detailed Itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- Pre-trip Driver Requirements (NCSD minibus-Type 20) upon departure.
- Copy of Permission Release Forms and Emergency Information
- List of chaperones and verification of current background check on file.

**Section V – Required Attachments to be sent to district level.** (All other forms stay at the building.)

- Detailed itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- List of chaperones and verification of current background check on file.

**Section VI – Approval**

Principal Level:  Approved  
 Denied

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

District Level:  Approved  
 Denied

\_\_\_\_\_  
Executive Director of Elementary/Middle/High School

\_\_\_\_\_  
Date

Date of Board Approval: \_\_\_\_\_