

**REQUEST FOR APPROVAL
OVERNIGHT SCHOOL SPONSORED TRIPS**

This form must be submitted to the Superintendent **at least ten (10) days prior to the Board of Education meeting** at which the teacher wants it approved. The Board usually meets on the first Monday of each month. Teachers should check with their principal for changes in the schedule. All summer trips should be submitted for approval at the June meeting. This form must be typed.

***A LIST OF STUDENTS GOING ON THE FIELD TRIP AND A COMPLETE ITINERARY MUST
BE ATTACHED.**

Teacher(s) _____ School _____

Grade/Group _____ Number of Students _____

Trip to _____ Mode of Transportation _____

If SCS Vehicle, Name of Driver(s) _____

If Charter Bus/Leased Vehicle – Name of Company & Type of Vehicle: _____

Dates _____ School days involved _____

Cost per student _____ Source of funds _____

Arrangements for students needing financial assistance _____

Names of Chaperons _____

Cost per chaperon _____

*Additional monetary compensation/benefits to chaperon _____

***Attach copy of incentive agreements**

Objectives of Trip (Be specific) _____

How does this relate to objectives in North Carolina Standard Course of Study? _____

Date of last overnight trip by group _____

Action by Committee _____ Approved

_____ Denied

I approve this trip and agree that the trip meets Surry County Schools' policies and guidelines.

Principal's Signature Date

Action by Board of Education _____ Approved

_____ Denied

Signature Date