

Proposal

for 8th/10th Grade Class Trip

- *It is recommended that preliminary planning begin no later than October and that this proposal be approved by the local school board at the January school board meeting. This is especially important if this proposal needs to be considered and approval by the K-12 Board of Education at its January meeting. (First Step: Refer to the Conference Field Trip Policy in the blue Teacher Handbook)*
- *The Class Trip Sponsor and Person-in-Charge is to be a principal/teacher employed by the Indiana Conference of Seventh-day Adventists. The sponsor is to accompany the students on the Class Trip.*
- *Keep the local school board informed all along the way during the planning process.*

Proposed 8th/10th Grade Class Trip

School: _____

Trip Sponsor and Person-in-Charge: _____

Trip Sponsor: Must be a teacher employed at your school and which will go on the trip and be the person in charge.

Trip Destination: _____

Date & Time Leaving School: _____

Places Stopping Before Destination: _____

Date Arriving Destination: _____

Accommodations: _____

Phone Number: _____

Date/Time Arriving Back Home: _____

Purpose of the Trip: _____

Educational Objectives: _____

Parental Permission Slips: Should include permission for student to go on class trip and authorization for emergency medical treatment.

Transportation:

Drivers:

Name	Driver's License #	Insurance Company
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Chaperons/Adult Supervisors:

Name of Person	Cell Phone Number
_____	_____
_____	_____
_____	_____
_____	_____

Important Phone Numbers:

Name of Person	Phone Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

sample
Trip Budget

Transportation cost

Vehicle Rental \$ _____

Gasoline \$ _____

Tolls \$ _____

Additional Insurance \$ _____

Other \$ _____

Food Cost \$ _____

Tickets/Entrance Fees \$ _____

Other \$ _____

Total Expense \$ _____

Income

Fundraising \$ _____

Student Fees \$ _____

Donations \$ _____

Other \$ _____

Total Income \$ _____