

**DISTRICT SPONSORED ATHLETIC AND ACADEMIC STUDENT TRAVEL
POLICY 9045**

**Overnight trips of one night require approval from the superintendent and overnight trips of two or more nights require Board approval.*

Approval form for out of state travel Approval form for in-state travel over 150 miles UHSAA 150 miles contest approval form

(All travel forms must be submitted at least 6 weeks prior to travel)

Date Submitted: _____ Date(s) of Field Trip*: _____

School: _____

Staff Member Requesting Trip: _____

Grade Level(s): _____ Number Students Involved: _____

Destination of Trip: _____

Number of Miles One Way: _____

Is there a comparable alternative available closer to Park City? _____

Purpose of Trip and a clear nexus between the goals of the trip and the curriculum: _____

Written itinerary, time schedules, travel plans _____

Anticipated maximum cost per participant including travel, meals, housing and registration/admission fees _____

District approved fundraisers that will help to offset cost of travel (attach approval):

Estimated cost to district including substitute and transportation costs if any: _____

School account code for funding: _____

Type of transportation: _____

Ground travel arrangements: _____

Minimum number of adults who will be serving as chaperones, including the names of any staff members involved _____

I have read and understand all of the guidelines in Policy 9045 – District Sponsored Athletic and Academic 6-12 Student Travel.

Signature of Staff Member Requesting Trip Date

I have completed the district required driver training Yes No

Signature of Building Principal (Must be signed before submitting to superintendent) Date

Signature of Superintendent (In State Only) Date

Signature of Board of Education (Out of state) Date