

POLICY 542 APPENDIX A
ISD NO. 279, OSSEO AREA SCHOOLS
MAPLE GROVE, MINNESOTA
PROPOSAL FOR EXTENDED EDUCATIONAL TRIP

An extended educational trip requires overnight accommodations for students/participants, whether during or outside the regular school year. Proposals must be fully approved before trip organizers sign any contracts with travel agencies, collect any trip related fees, or begin fundraising activities. Refer to Policy and Procedure 542 – Extended Educational Trips for guidance.

Date Submitted:		School:	
District Staff:			
Organization:			
Destination:			
Departure Date:		Return Date:	
# of Class Days Missed:			
# of Students Traveling:		# of Students <i>not</i> Traveling:	
Goal or purpose of trip (value to students' educational program)			
What will students learn during the trip?			
How will student learning be evaluated?			

Agency/Organization coordinating travel arrangements?

Transportation Plans:

Travel outside the continental U.S. requires an additional insurance rider to the District's insurance policy.

Description of Trip Plan and Route:

How is the trip being financed? (Include data for students, advisors, supervisors, etc.)

What is the total cost per student?

If fundraising is part of the financing, briefly describe the fund raising plans and attach a copy of the fundraising request.

Supervisors going on the trip: (parents, teachers, list school)	
<i>All extended education trips involving both male and female participants shall require both adult male and female chaperones</i>	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.
Ratio of supervisors to students:	
<i>(For the purpose of supervision, the ratio of adults to students must be a minimum of 1:15)</i>	

Describe plans to insure quality instruction for members of class or organization **not** going on trip (attach instructional plans, if possible)

All extended educational trips require parent/guardian authorization. Describe steps taken to inform and involve parents and secure their approval (attach copies of information and permission documents)

I have reviewed the proposal. The proposal complies with School Board Policy 542 Extended Educational Trips.

Signature of Principal

Approval Date

Signature or Assistant Superintendent or Designee

Approval Date

Approved by the School Board on _____