

Overnight Trip Request
Arizona Conference School System

Date request is made _____

1. **Name of school:** _____

2. **Proposed dates of trip:** _____

Days out of the classroom: _____

3. **Destination:** _____

4. **Statement of purpose of trip:**

5. **Participants:** List grade or name of group _____
(Please attach list of individual participants.)

6. **Sponsors/Personnel: Total should equal a minimum of 1 adult per 6 students**

Trip coordinator _____

Director of educational activities _____

Director of worship/religious activities _____

Food service director _____

Nurse or first aid personnel _____

*(*First aid kit is required on all trips. Pacific Union Education Code #1624, 1824)*

Other sponsors _____

7. **Itinerary :** (For each day that you will be off campus, list the planned activities and their locations.)

8. **Lodging:** (Give the location, type of accommodation, and charge per night for each night you will be off campus.)

Please continue on back of page.

9. **Transportation:** (List the type of vehicle, number of passengers, and name of driver for each vehicle. Attach proof of proper liability insurance—a copy of the driver's latest paid premium—for each vehicle. Pacific Union Education Code #1620)

10. **Finances:**

- Attach itemized budget for food, lodging, transportation, entrance fees, etc.
- Plan for financing (*Fundraising, class dues, etc.*) _____
- Total cost of trip _____
- Cost of trip per student _____

11. **Trip instructions for students:**

Attach a copy of the instructions given to the students *at least one week prior to departure* (Should include what to bring, what not to bring, what to wear, pieces of luggage allowed, who parents are to contact in case of emergency, etc.)

12. **Fairness statement:**

"We have planned this trip to be affordable to every student in the class (or group). We are not aware of any student who cannot go because of financial considerations."

Signature of trip coordinator

13. **Parental consent:**

"This is to certify that a signed statement of consent will be obtained from the parent or guardian of every child before going on this trip." Pacific Union Education Code #1624

Signature of trip coordinator

14. **Consent to treatment:**

"This is to certify that a "Consent to Treatment" notarized by a parent or guardian will accompany each child on the trip." Pacific Union Education Code #1624

Signature of trip coordinator

15. **Local school board approval:**

Date

Chairman of school board

16. **K-12 Board of Education approval:**

Date

Superintendent of Education