REQUEST FOR MSAD #56 BOARD APPROVAL OF STUDENT TRIPS

This report must be filed with the principal and Superintendent two months prior to a regularly scheduled Board meeting.

Today's Date _____

Name of Person Completing this Form _____

Out of State: _____ 80+ miles one way _____ Overnight: _____ Outside the U.S. _____

Destination of Trip _____

Responsible Staff Member (s)_____

1. Anticipated date of Board approval _____

2. Date(s) of trip _____

3. Mode of Transportation:

		How many used?
A.	District buses	_____ (see EEAFA)
	Have you submitted a bus request form?	Yes ____ No ___
B.	Private Vehicles	_____ (see EEAG)
C.	Contracted Services	_____
D.	Other	_____ (Please specify.)

4. Chaperones:

		Number?	If an estimate, tell why.
A.	Administrators	_____	_____
B.	Teachers	_____	_____
C.	Staff	_____	_____
D.	Parents	_____	_____
E.	Volunteers	_____	_____
F.	Other	_____	_____

5. Student attendees:

			If an estimate, tell why.
A.	Males	_____	_____
B.	Females	_____	_____
C.	Grade Levels	_____	_____

6. Cost of trip: _____

Amount paid by: District _____ Grant _____

Shared (specify) _____ Other (specify) _____

7. Please state the goals and/or purpose of the trip._____

_____

_____

_____

Approved by the Board of Directors on April 12, 2005.