

Central Square Central School District

Application for Overnight Student Trips/Excursions



School: _____ Date: _____

Name of Sponsoring Group: _____

Name of Teacher/Sponsor: _____

Reason for Travel: _____

Destination: (City) _____ (State) _____ (Place) _____

All travel must relate directly to the curriculum or activity for which the group is organized.

1. Inclusive travel dates: _____

2. Dates absent from school: _____

3. Mode of transportation: _____ District buses are required, # of buses: _____

4. Number of student participants: _____

5. Name(s) of teacher sponsor(s) / chaperone(s) (**1:10 ratio required**): _____

Supervisor(s): _____

Chaperone(s): _____

6. Accommodations: Name of Hotel/Facility: _____

Address/Phone: _____

Staff completing application: _____ Date: _____

Principal approval: _____ Date: _____

Transportation Supervisor approval: _____ Date: _____

Superintendent approval: _____ Date: _____

Required attachments to this application must include: **travel itinerary, student guidelines, and consent & authorization forms.**

This application must be submitted to the superintendent's office at least **six (6) weeks** prior to an extended or overnight field trip for approval by the Superintendent or designee. **No fundraising, collection of fees, promotion, collecting or making deposits, or securing of permissions is to be done prior to approval by the Board of Education.**

The six (6) week requirement is **waived** for co-curricular trips such as athletic state championships, DECA competitions and the like where there is not six (6) weeks' notice for participation.

Per Board of Education Policy 8460, no alcoholic beverages or prohibited substances are to be consumed by any participant on an overnight student trip, including students, employees, chaperones, and parents acting in any official District capacity.