

Principal Out of State Travel Checklist

Preliminary approval for out-of-state travel must be obtained at least 60 days before departure, and no travel arrangements shall be made until approval has been given. Remaining documentation should be submitted for final approval per WCSD Policy 7040 as soon as completed.

School: _____ **Trip #** _____

Preliminary Approval:

- Trip request has been submitted for preliminary approval at least 60 days in advance.
- Trip is extended to only students in grades 9-12.
- Travel will only be allowed to bordering states. (Idaho, Wyoming, Colorado, Arizona, Nevada, and southern California - Bakersfield and south)
- This trip request is the only trip to be taken this school year for this group/team.
- Students will not miss more than two school days.
- Preliminary itinerary, purpose of trip, objective and estimated cost.
- Total cost of the trip does not exceed \$1200.00 per student.

Cost paid by each student will be \$ _____ Fundraised amount per student will be \$ _____

Principal

Preliminary Approval Date

Executive Director

Preliminary Approval Date

Final Approval:

- Detailed travel information (attached) includes:
 - a. Name of group
 - b. Destination, dates of travel, mode of travel, accommodations, number of students involved
 - c. A list of all advisors/coaches/teachers and adult supervisors
 - d. The objectives of the trip, including education outcomes
 - e. Specific and detailed reasons this trip cannot meet the objectives in-state
 - f. Final cost per student and any/all related fundraising used to meet the cost of this trip
 - g. Contract for transportation, including insurance information

Parent Meeting

h. Date/Time: _____ Location: _____

i. Confidential vote results: _____ (80% required)

Parental permission form on file at school (copy will travel with coach/advisor)

Provide funds for substitute if required.

Form 232 attached to trip request.

I certify that the above has been submitted and that the parent meeting has taken place. I support and endorse this travel.

Principal

Approval Date

Executive Director

Approval Date