



MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
OVERNIGHT FIELD TRIP REQUEST FORM

Name of Person Requesting Approval: _____ Position: _____

Location/School Site: _____ Cell Phone: _____

Name/Grade Level(s) of Class Participating: _____

Dates of Travel: from _____ to _____

Name of Destination: _____

Destination Address: _____

Destination Phone Number: _____

Name of Contact Person at Destination: _____

Reason for Travel/Educational Goal: [Large empty box for text]

Number of Students Attending: Male: _____ Female: _____

*Number of Chaperones: Male: _____ Female: _____

Name of Travel Agency: _____ Contact: _____

(Proof of Insurance must accompany this form)

Address: _____ City/State/Zip/Phone: _____

Method of Transportation (be specific): _____

Name and Address of Hotel (be specific): _____

How Many Days of School Will be Missed? _____ List School Dates Missed: _____

List the Activities for Each Day of the Trip (use add'l page if necessary): _____

Will Student Participate in Water Sports, Rock Climbing or Other Hazardous Activities? _____

If so, what type? _____

Will scholarships be provided? _____ Will any cost (including sub costs) be borne by the District? _____

If so, why? _____

Funding Source/Account to be Charged: _____

Board approval must be obtained before any deposits are made. Please submit your response by the last day of August (for trips occurring fall semester) or by the last day of November (for trips occurring spring semester). The Board will not approve travel when the request form is incomplete. If you have additional information, please attach it to this request form. This form must be signed by the principal and the Assistant Superintendent of Educational Services prior to being submitted to the Board.

Complete Name and Phone Number of Each Chaperone (use additional page if necessary):

- 1. _____
2. _____
3. _____
4. _____
5. _____

A completed and signed Chaperone Guidelines Agreement for each chaperone must be attached to this request form upon submission to the Board of Trustees. *There must be a minimum of two adult chaperones (one male and one female), unless all travelers are of the same gender. There must be one adult chaperone for each 10 students of the same gender. If the trip involves water activities, the ratio of chaperones shall be revised to ensure closer supervision of elementary grade students appropriate to their age.

Signatures

Sponsor: _____ Principal: _____

Assistant Superintendent Educational Services: _____