

Firth School District #59

Date: _____

To: Sid Tubbs

From: _____

Activity Name and Destination: _____

Date(s) of Activity: _____

Number of Students Attending (and Grade Level or Group): _____ / / / / / _____

Approximate Costs: _____

Funding Source: _____

Substitute Required: **“** Yes **“** No _____ x \$50 = \$ _____

Employee to Student Ratio: _____ Adult to Student Ratio _____

List of District Employee Chaperones:

1. _____ 2. _____

3. _____ 4. _____

Departure Time: _____ Return Time: _____

Mode of Transportation: (Check all that apply)

- “** School Bus (Attach approved transportation form)
- “** Walking
- “** Other: _____
- “** Charter/Name of Company: _____
- “** Phone Number of Company: _____

“ Attach a list of adult and student participants.

Rationale for activity. (Explain the educational value of the activity, the relationship of the activity to the instructional program, and the benefit to students.)

Explain the impact of the activity on the instructional program and the justification for any time lost.

List the complete itinerary and the cost breakdown of the activity, eg., housing and transportation plans, reason for selection of travel agency, if any; costs of substitutes, etc.

Is there a cost to the student? " Yes " No
If yes, please explain the assistance available to students in financial need.

If this activity is not planned for all students in the particular group, what provisions will be made for students who are not participating?

" Attach a list of adult and student participants.

Teacher/Coach/Club/Advisor Signature

Date

Principal Approval

" Approved

" Not Approved

Principal

Date

Superintendent Approval

" Approved

" Not Approved

Superintendent

Date

CC: Originator
Athletic Director
Business Manager
TWIR

Originator's Checklist

- | | |
|--|--------------------------------|
| " District Employee Chaperones Listed | " Activity Rationale Completed |
| " Instructional Impact & Justification Completed | " Complete Itinerary Listed |
| " List of Student Participants attached | " Principal's Signature |
| " List of Adult Chaperones attached (Non-district employees) | |