

**SCHOOL ADMINISTRATIVE DISTRICT NO. 75
50 REPUBLIC AVE.
TOPSHAM, MAINE 04086**

APPLICATION FOR EXTENDED TRIPS

PART I: APPROVAL IN PRINCIPLE

Approval in principle must be received before announcement to parents and students and the beginning of fund-raising activities. Final approval must be received at least 14 days prior to the start date for the trip.

Please complete the following information:

DATE OF SUBMISSION: _____

TEACHER/ADVISOR NAME: _____ SCHOOL: _____

ACTIVITY: _____

A. EDUCATIONAL OBJECTIVES OF THE TRIP: _____

A. BUDGET SUMMARY:

1. Proposed budget: _____
2. Cost to students: _____
3. Sources of funding A: _____ B: _____ C: _____ D: _____
4. No. of students participating _____

B. GENERAL PLAN OR SCHEDULE FOR THE TRIP Date _____ Leave _____ Return _____

Time _____ Time _____

Destination _____ Organization _____

Purpose _____

Approved: Principal: _____ Signature _____ Date _____

Superintendent: _____ Signature _____ Date _____

PART II: FINAL APPROVAL

A. PROVIDE A DETAILED ITINERARY OF THE TRIP, INCLUDING EDUCATIONAL ACTIVITIES, ACCOMMODATIONS AND TRAVEL ARRANGEMENTS.

1. Educational Activities: _____
2. Accommodations: _____
3. Travel Arrangements _____

B. LIST ADULT SUPERVISORS: _____
(one adult for every 10 students) _____

C. DETAILED BUDGET:

Revenues (sources) _____

Expenditures (list) _____

D. PARENTAL APPROVAL:

Assurance that details have been provided to parents _____ Yes _____ No

Signed written approval from parents on file for each student _____ Yes _____ No

Approved: Principal: _____ Signature _____ Date _____

Superintendent: _____ Signature _____ Date _____