



# STUDENT EDUCATIONAL TRAVEL APPLICATION

**Note: Approval**—Student Educational Travel Application must be completed (**MUST BE TYPED**) and submitted for approval by the Superintendent of Nebo School District at least 15 days prior to travel departure. Any request for an exception must be explained on page 2.

<b>Application Date:</b>		<b>Name of Team or Organization:</b>	
<b>Advisor/Coach:</b>	<b>Principal:</b>	<b>School:</b>	

**Note:** The Purchasing Department must to coordinate Student Overnight Travel if an individual travel category (i.e., lodging, transportation, registration) exceeds \$5,000.00).

<b>Please indicate the travel category or categories for which approval is requested:</b>			<b>Number of Chaperones:</b>
<input type="checkbox"/> Athletic competition in excess of 150 miles one way <small>(UHSAA 150-Mile Form must be attached to the application if applicable)</small>	<input type="checkbox"/> In-state overnight	<input type="checkbox"/> Out-of-State	
<b>Event:</b>	<b>Inclusive Dates:</b> _____ to _____	<b>Number of School Days missed:</b>	
<b>Number of Students:</b> Boys _____ Girls _____	<b>Destination:</b>	<b>Mode(s) of Transportation:</b>	
<b>Date of Parent Meeting:</b>	<b>Received 85% Parental Approval:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Signed parent vote tally form is attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Have parents signed consent forms:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, but they will prior to travel		<b>UHSAA Event:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If this is not a UHSAA Event, please explain:</b>			

### ITINERARY

Attach a detailed itinerary of all proposed activities (events, performances, competition, enrichment, recreation, etc.) and include the date, hourly timeline, activity, purpose or objective, and location of activity for each day. An average of four hours per day, including weekends and other non-school days, must be of an educational nature or consist of events directly related to the educational purpose of the trip.

#### Travel Itinerary to and from basic destination:

Departure Place:	Commercial Carrier:	Flight Number:	Date:	Time:
Arrival Place:	Commercial Carrier:	Flight Number:	Date:	Time:
Departure Place:	Commercial Carrier:	Flight Number:	Date:	Time:
Arrival Place:	Commercial Carrier:	Flight Number:	Date:	Time:
<b>Emergency Contact Phone Number (Advisor Cell):</b>			<b>Hotel/Motel Name:</b>	

#### Names and cell phone numbers of Chaperones:


Total cost per student (includes all sources of contributions from school, donations, fundraising, and student)

Expenses PER STUDENT:

Lodging.....

Transportation.....

Registration.....

Other.....

Total Cost per student  
(Cannot exceed \$1,700 per student)

#### Student Travel Application approval:

Teacher/Advisor/Coach/Activity Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

CTE Coordinator's Signature (If Applicable) \_\_\_\_\_ Date \_\_\_\_\_

School Services Coordinator's Signature

Approved  Not approved

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Educational Justification:**

1. What are the educational objectives of the trip?

2. Can these objectives be achieved with closer, less expensive travel? If no, please explain.

**Standards for Participants:**

List the academic and behavioral standards that must be met by participating students.

**Safety:**

1. In what ways will you ensure the safety of students while traveling or participating in activities? (Describe special instructions to students, supervision guidelines to chaperones, etc.)

2. Where will students be staying at night?

The teacher/advisor/coach/activity supervisor signing below certifies that he/she has read and agrees to comply with all stipulations contained in Nebo School District Policy IICA, *Student Educational Travel*. Initial here: \_\_\_\_\_

**Request for Exception:** If any part of your application does not conform to Policy IICA Student Educational Travel, please identify the exception and explain why you are requesting it below.