

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

231-AR-1-FORM. CLASS TRIP REQUEST FORM

Faculty Advisor: _____ Submission Date: _____

Class Participating: _____

Destination: _____

Date/Time of Departure: _____ Date/Time of Return: _____

Number of Staff Participating: _____ Number of Substitutes Required: _____

Number of Students Participating: _____ Male _____ Female _____

Number of Chaperones Participating: _____ Male _____ Female _____

Method of Financing: _____

Method of Transportation: _____

Cost of Transportation: _____

Cost Per Student Excluding Transportation: _____

Educational Arrangements For Students Not Participating: _____

Provisions Made For Medical Emergencies: _____

How will students' personal money be refunded if class trip is cancelled? _____

Activities Planned: _____

Educational Value of Planned Activities: _____

Attach to this form a completed financial statement for the proposed trip and a detailed itinerary of the planned trip, including intermediary destinations, rest stops, activities, plans for meals and housing arrangements.