**Morton School District 709 Trip Form**

**Out of State or Overnight**

**This form must be submitted to the superintendent for any trip that is out of state or overnight trips from Morton, IL. If approved by the superintendent, he/she will submit to the Board of Education for approval. This form must be submitted in a timely fashion so that the Board of Education can approve the trip in advance.**

Name of group:

Teacher/Coach Sponsor:

Are Staff missing work and requiring subs? If so, please list name of staff member(s).

Start/End dates of trip:

Destination(s):

Please attach an itinerary or provide information that specifies to what locations and what times you will be traveling.

Purpose of trip:

Cost per student:

Names of Chaperones:

Supervision plan and ratio:

Have all chaperones had the appropriate and required background check?

Please describe the sleeping quarters and room assignments:

Are District 709 buses or charter buses being used?

Please attach a copy of the parent permission slip.

Is an insurance/liability waiver necessary?

Other costs:

To District 709: $

To student/parent:

Funding Source(s):

Date of last out of state/overnight trip:

Date that this form was submitted to superintendent:

Date of approval by Board of Education:

Signature of person submitting this form:

All trips fitting these criteria must be approved by the Board of Education prior to the trip occurring.

Students are subject to the provisions of the Student/Parent Handbook while on any school related trip, as well as any special rules and guidelines that govern overnight and/or out of state trips, and must abide by the decisions of the school administration. Certain infractions can result in sending a student home or cause a parent to have to come and pick up their student early at his/her parents’ expense.