**Kingsburg Joint Union High School District**

**Overnight Trip Request**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day Departure:** | |  | | | | | | | | | | **Day Return**: | |  | | | |
| **Location/Destination:** | | | | | | |  | | | | | | | | | | |
| **Name Group/Activity:** | | | | | | |  | | | | | | | | | | |
| **Objectives of Trip:** | | | | | | |  | | | | | | | | | | |
| **Estimated # Students:** | | | | | | |  | | | **Amount of Class Time Loss:** | | | | | | |  |
|  | | | | | | | | | | | | | | | | | |
| **Number of Supervisors** |  | | |  | | | **List Names:** | | | |  | | | | | | |
|  | | | | | | | | | | | *(There must be 1 Supervisor for every 10 students)* | | | | | | |
| **Arrangements: Transportation** | |  | | | | | | | | | | | | | | | |
| **Arrangements: Accommodations /Meals** | | | | |  | | | | | | | | | | | | |
| **Total Cost Per Student:** | | | | | | | | $ | | | | | **Total Cost Trip:** | | | $ | |
| **Funds Derived  from What Source:** | | | | | |  | | | | | | | | | | | |
| **How are staff/ volunteer cost covered?** | | | | | |  | | | | | | | | | | | |
| **Additional Info:** | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  |  | | | | |  |  | | |
| **Instructor Name** | | | | | | | |  | **Signature** | | | | |  | **Date** | | |