

FIELD TRIPS, ACTIVITY TRIPS, CLUB TRIPS AND TEAM TRIPS

The Board recognizes that the first-hand learning experiences provided by student travel experiences are an effective and worthwhile means of learning. It is the desire of the Board to encourage student travel activities as an integral part of the program of the schools. For these travel activities to be the most beneficial the following expectations should be reviewed and followed by the instructional and administrative staffs at Uinta County School District No. Four.

Travel Procedures: Approval of trips may be granted only when:

1. The approval of the building administrator is noted on the travel request.
2. Stated goals of the trips are consistent with those of the district.
3. There are dedicated funds in an amount sufficient for all qualified members to participate. Private contributions, income from fund raisers, and other funds will become part of the line item activity account.

Participation in a trip may be made dependent upon:

1. Individual participation, to a pre-established level of involvement, in the group's fund-raising activities.
2. Individual attainment of reasonable performance standards related to the group's purpose.

The administration shall develop rules and regulations to implement this policy. Such rules and regulations shall be subject to approval by the Board of Trustees and will be compatible with Wyoming State statutes and, when appropriate, Wyoming High School Activities Association regulation.

The administration, and the Board, when required will approve only those trips which are in compliance with all policies and regulations, are of a character relevant to the goals and stated outcomes, and are likely to provide a unique opportunity for student learning.

Any activity not sanctioned by the WHSAA, but within a 150 mile, 300 round trip radius of the town of Mountain View does not require permission to travel from the Board of Trustees. Any activity not sanctioned by the WHSAA, but outside the 150 mile, 300 round trip radius of the town of Mountain View will require permission to travel from the Board of Trustees. Out-of-state travel for any group representing the school in music, athletic, academic, a sponsored activity and other similar school events under the direction of the WHSAA will not require such approval unless the activity exceeds the 150 mile, 300 round trip allowance established by the WHSAA. If such a travel exception is requested the request must come before the Board of Trustees prior to any fund raising or any requests for allowance from the WHSAA. All such trips shall also have the prior approval of the Superintendent and the building administrator.

The school district does not fund national competitions or national conventions for students or sponsors. Schools may, however, with principal and superintendent permission, allow for activities which enable clubs or organizations to raise additional funds. Fun raising plans for a national convention or competition should be part of a well-organized, year-long activity program. It should

be understood by parents and all contributors that some of the fund raising funds will assist the sponsor(s) and chaperones with their participation costs. The district will direct the building budgets to assist the sponsors with some costs but these costs will be governed by the superintendent and the building administrator. Superintendent approval is required for transportation other than school buses and for requests of overnight stays for K-8 students.

CROSS REF: IICA-1-R Trip Request (No Fund or Transp)
 IICA-2-R Trip Request (Fund or Transp)

Adopted: October 4, 1994
Revised: November 13, 2007

BUILDING FIELD/ACTIVITY TRIP REQUEST
(NOT REQUIRING FUNDING OR TRANSPORTATION)

Date of Request

Person(s) Making Request: _____

School: ☐ MVE ☐ MVMS ☐ MVHS

Class/Organization or Activity: _____

Instructional Goal of the Activity: _____

Destination: _____

Date / Time of Departure: _____

Duration of Trip: _____

No. of Students: _____

No. of Adults: _____

x _____
Signature of Individual(s) Making Request

Date

x _____
Signature of Individual(s) Making Request

Date

x _____
Signature of Building Principal/ Designee

Date

Adopted: November 13, 2007

REQUEST FOR FIELD TRIPS/ CLUBS TRIPS/ ACTIVITY/ ATHLETIC TRAVEL
(REQUIRING FUNDS AND/OR TRANSPORTATION)

Date of Request: _____ Person(s) Making Request: _____

Building Departing From: _____ Date(s) of Trip: _____

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

Destination: _____ Ground Transportation Mileage: _____

Indicate who will be participating and the criteria for participation (not to be based on a person's ability to pay): _____

Provide an academic goal relating the activity to Standards and specific program goals: _____

Number of Students: _____ Number of Adults: _____ Approx. Total Cost: \$ _____

All necessary funds must be raised prior to making financial commitments.

Fund Raising to be completed by: (Date) _____

Budget Code or Fund Raising Plan: _____

Transportation Plan: _____

Request is in compliance with procedures, rules and regulations established for the building?

☐ Yes ☐ No

x

 Signature of Individual Making Request

 Date

Denied _____ Tentative Approval _____ _____ Signature of Building Principal _____ Date _____	Funds may be raised after tentative approval. _____ Sufficient Funds Available _____ Insufficient Funds _____ Not Applicable _____ Signature of Business Manager _____ Date _____
Denied _____ Tentative Approval _____ _____ Signature of Superintendent _____ Date _____	OUT-OF-STATE TRIP THAT REQUIRES BOARD OF TRUSTEES' APPROVAL Date Board Approved: _____ Date Board Denied: _____ _____ Signature of Board Chair _____ Date _____

Adopted: November 13, 2007