

# REQUEST FORM FOR OVERNIGHT OR OUT-OF-STATE FIELD TRIPS

This form must be completed by the trip supervisor and returned to the appropriate school administrator at least four weeks in advance of the trip. *NOTE: The Superintendent has the authority to approve trips that occur before the next scheduled School Board meeting.*

All applicable items must be completed before submitting to the appropriate school administrator.

West Lafayette Junior-Senior High School      Destination Washington, D.C.  
 Cumberland Elementary      Destination \_\_\_\_\_  
 Happy Hollow Elementary      Destination \_\_\_\_\_

Date of Request 5/21/25      Beginning and Ending Dates of Trip Full/Winter 2025 TBD

Signature of Supervising Staff Member [Signature]      Organization SS. Dept. / AP GOV

Administrators' approval [Signature]      Date 5/21/25

## TRIP INFORMATION

Destination of Trip (be specific) Washington, D.C.

Trip will be (Circle one or both)      Overnight      Out-of-State

Reason for Trip Enhance AP U.S. GOV'T & Politics Curriculum

Number of instructional minutes lost 2-3 days

Describe the specific educational goal(s) or state standards that this activity will help students attain. Enhance U.S. GOV'T & Politics Curriculum

Describe how this activity will help attain school improvement goals.

Provides real-world opportunities for students to see curriculum in action

Describe why this activity cannot occur without interrupting the instructional day.

N/A Distance

For overnight trips: Describe why this activity cannot occur without an overnight stay.

Distance

Method of Transportation: City/Yellow bus       Driver \_\_\_\_\_  
   Charter(es) \_\_\_\_\_      Charter company \_\_\_\_\_