

# 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 ROCKFORD, IL July 25-27<sup>th</sup>

West Lafayette Intermediate

Destination \_\_\_\_\_

West Lafayette Elementary

Destination \_\_\_\_\_

Date of Request 7/15 Beginning and Ending Dates of Trip 7/25-7-27

Signature of Supervising Staff Member LEVY Organization ROBOTICS 461

Administrators' approval [Signature] Date 7/16/25

## TRIP INFORMATION

Destination of Trip (be specific) ROCKFORD, IL

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

Reason for Trip OFF SEASON Competition -  
SEE ATTACHED ITINERARY

Number of instructional minutes lost - None -

Describe the specific educational goal(s) or state standards that this activity will help students attain.

Competition - experience

Describe how this activity will help attain school improvement goals.

Great Show for WL School Corp.

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

Summer Activity

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

IT'S IN IL. Program is A 2 DAY event

Method of Transportation: Mini bus(es) \_\_\_\_\_ Driver \_\_\_\_\_  
Yellow bus  Driver HENRY WILLIAMS  
Charter  Charter company \_\_\_\_\_