

# 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 Chicago- Christkindlmarkt

Cumberland Elementary

Destination Chicago Lincoln Square

Happy Hollow Elementary

Destination Chicago Goethe Institute

Date of Request 09-8-25 Beginning and Ending Dates of Trip 12-9-25

Signature of Supervising Staff Member [Signature] Organization German 3-4 classes

Administrators' approval [Signature] Date 9/8/2025

## TRIP INFORMATION

Destination of Trip (be specific) Christkindlmarkt and Goethe Institute

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

### Reason for Trip

This trip is an opportunity to experience and authentic German Christmas market (Daley Plaza) <http://www.christkindlmarkt.com/> and to get instruction in German from the Goethe Institute.

Number of instructional minutes lost 350 - 1 day

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

One of the World Language goals is to promote use of the language outside the classroom. This trip fulfills this well, with an opportunity to even receive instruction from native Germans.

Describe how this activity will help attain school improvement goals.

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

These two institutions are simply unable to be replicated authentically in other settings. In Lincoln Square, we will be able to visit a piece of the Berlin Wall and see the original German neighborhood.

Method of Transportation: Mini bus(es) \_\_\_\_\_ Driver(s) \_\_\_\_\_  
City/Yellow bus \_\_\_\_\_ Driver \_\_\_\_\_  
Charter 1 Charter company Imperial Lafayette Limo