



Student Extended Travel – FINAL APPROVAL APPLICATION

Trips may be cancelled at any time due to safety concerns. Submit all applications to the Activities & Athletics Department

INSTRUCTIONS (PLEASE READ):

IS THIS THE CORRECT FORM?

- This form is required to obtain authorization for any student travel exceeding 250 miles OR involving an overnight stay.
- Final approval requests must be submitted with Principal or Assistant Principal signature a **minimum of two weeks prior to departure**.
- For most types of student travel, submission of this form and requested documentation as a **one-time submission** is the only application required.

When to use a PREAPPROVAL APPLICATION: If you are planning a significant student travel event for which **trip details are unknown**, the Student Extended Travel – PREAPPROVAL APPLICATION is the appropriate first step in your approval process. It should be submitted early in the planning process to **obtain board approval as needed, obtain authorization to distribute trip materials, conduct fundraising, or make payments for deposits**. You will then follow-up with this FINAL APPLICATION as soon as trip details are known (a minimum of two weeks prior to departure).

MULTI-SITE TRIPS: You may combine schools on this application for one submission for board approval and pre-approval. The school and trip manager completing this form are responsible for coordinating this trip and gathering all trip information from the additional trip managers. Complete travel guidelines and procedures are contained in the Student Travel Manual, available on the Risk Management Web page.

TRIP INFORMATION:

School Name:	Date of Departure:
Team/Group Name:	Date of Return:
Event Name/Description:	Event Location (city, state):
Trip Manager (teacher/coach/sponsor) Name:	phone #:
Type of event - Check one: <input type="checkbox"/> Athletic event <input type="checkbox"/> Club/Academic/Performing Arts	
Level of event - Check one: <input type="checkbox"/> Regular season/Single event <input type="checkbox"/> District <input type="checkbox"/> State <input type="checkbox"/> National <input type="checkbox"/> Other:	
Is this application a follow-up to a pre-approval application? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, provide approval date:	

MULTI-SITE TRIP INFORMATION:

Are other SPS sites participating in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, which schools:
Will this group be traveling with other schools? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you may add additional schools for one combined application. The Trip manager completing this application will be responsible for gathering and submitting all information. List all additional schools included and respective trip managers below:
School: Trip Manager: phone #:

TRIP SOURCE INFORMATION:

<input type="checkbox"/> MSHSAA scheduled event
<input type="checkbox"/> Other – Provide hosting organization name: Provide selection or invitation process:
Is this event offered or organized in part/whole by any outside organization, such as a student travel group, commercial travel agency, or any other outside travel entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Name of Agency or Group: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No. Does the agency require a contract, agreement, or commitment signature? (includes on-line) If yes, the agreement must be processed, approved, and executed through the District contract approval and/or board approval processes before pre-approval or approval may be given. Submit to contracts@spsmail.org .

CONSENT FORMS

– select one of the following three:
<input type="checkbox"/> <u>Athletics/Activities Regular season events:</u> <i>Parent information sheets</i> were distributed to all participants prior to season start, and student physicals obtained. Variations from standard pre-scheduled travel (enrichment or similar events) require separate permission forms.
<input type="checkbox"/> <u>Athletics Off-Season Events:</u> <i>Camp/Clinic/League Parent Information & Consent Forms</i> have been obtained from each participant.
<input type="checkbox"/> <u>All other trips:</u> I have prepared a <i>Travel Permission & Medical Consent</i> form for this trip and attached one copy to this application, including any attachments referenced in the consent form. A signed copy of the completed form attached will be obtained from all students/parents/guardians prior to departure. <i>The form should be distributed AFTER the trip has received preapproval.</i>

FINANCIAL INFORMATION:

All Funds – regardless of the source – must be deposited into a District account (fund 60) prior to the departure date, and all payments must be made from District accounts. Site Administration is responsible for ensuring proper financial management of the trip. *Springfield Public Schools will not be responsible for the loss of funds.*

A completed Trip Budget Plan for all included schools (REQUIRED) is attached. **From your Plan, enter the following:**

\$ _____ **Total estimated cost** of the event and travel (regardless of fund source)

Board approval is required for all trips with a cost exceeding \$15,000 or involving a contract. Submit to contracts@spsmail.org.

Fund Sources: the total of the amounts listed below must be sufficient to cover the total estimated cost of the trip shown above:

\$ _____ SPS Athletics/Activities Department (subject to approval)

\$ _____ SPS District/Site/Activity Funds

\$ _____ Total funds to be collected from students/families. Cost to be paid by each student: \$ _____

\$ _____ Funds contributed by a Parent Group or Booster Club. Group/Club Name: _____

\$ _____ **Total Fund Sources** – MUST be sufficient to cover the total estimated cost of the trip shown above.

TRANSPORTATION INFORMATION:

Method of Travel – (*check all methods you will use, including to/from airports and during your trip.*)

School Bus or Charter transportation arranged by SPS Transportation Department or Activities/Athletics

Commercial Airline/Flight (information is attached). Public Transportation Commercial taxis, shuttles, or hotel shuttles

Sponsor(s)/Chaperone(s) will transport students. Complete the following:

Vehicle type: Personal Vehicles or Rented vehicles (max 9 passenger) with rental car insurance per SPS Procedures.

or District-owned vehicle (suburban) with required drivers' license endorsement

Current school year Driver Verification forms are on file with Risk Management

All driver name(s): _____

List of students assigned to each vehicle is included with this application.

TRANSPORTATION EXCEPTION REQUESTS:

Site and Executive level pre-approval are required for the following. If your trip will involve any of the following, check below all that apply and attach the request. If none, skip to General Information.

No Transportation Notice

Parent Exception Request, Consent, & Release form - declining District travel, transportation, & accommodations

GENERAL INFORMATION:

Check the boxes below to indicate that the following items are attached and/or the requirement has been met.

Number of Students: _____ **Grade Levels:** _____

List of student names and rooming assignments are attached (separate by school for multi-site trips).

Number of Chaperones

District Employee Chaperones: Male: _____ Female: _____

Volunteer Chaperones: Male: _____ Female: _____

Are you requesting an Administrator to attend this event? Yes No (Final Decision made by District)

A list of chaperone names, including an indication of whether they are an employee or volunteer, is attached. For multi-site trips, designate the school assigned.

All District Employee Chaperones (including the Trip Manager) have reviewed and signed the [Employee Chaperone Training](#).

All Volunteer Chaperones have a current and approved [Volunteer Registration](#) on file with the District and have reviewed and signed the [Non-Employee Volunteer Chaperone Training](#)

Event materials

A trip itinerary is attached, including departure time and location, planned stops, lodging name, address, & phone, and enrichments activity descriptions. If sites travelling together will have varying activities, separate itineraries must be included.

A copy of host-provided brochures, tournament schedules, or invitations are attached.

Additional information is available at website: _____

All Communications provided to Students/Parents regarding this trip are attached.

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FINAL APPROVALS:

Principal/AP Review & Approval:	Date:
Activities/Athletics Director Approval:	Date:
Is a School Administrator required to attend this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No Administrator assigned: _____	
Risk Management Review & Approval:	Date:

Reviewer Notes:
