



## Student Extended Travel - PREAPPROVAL 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 abbreviated **Student Extended Travel – PREAPPROVAL APPLICATION** is the appropriate initial submission if you are planning a significant student travel event, for which all details are not known. It should be submitted very early in your planning process to **obtain board approval as needed, obtain authorization to distribute trip materials, conduct fundraising, or make payments for deposits** while trip details are being finalized. **Preapproval is not authorization to travel.** You must follow-up with a FINAL APPROVAL application, with all outstanding details, documentation, and signatures a minimum of two weeks prior to departure.

**PREAPPROVAL is not required for all trips.** If you have all of the trip information needed to complete the **Student Extended Travel – FINAL APPLICATION**, you may skip directly to that form for a one-time submission

**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. The **Student Travel Manual**, available on the Risk Management web page, contains detailed travel guidelines and procedures.

### 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:	

### MULTI-SITE TRIP INFORMATION:

Are other SPS sites participating in this event?  Yes  No  Unknown If yes, which schools:

Will this group be traveling with other schools?  Yes  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 schools included and respective trip managers below:

School:	Trip Manager:	phone #:
School:	Trip Manager:	phone #:
School:	Trip Manager:	phone #:
School:	Trip Manager:	phone #:
School:	Trip Manager:	phone #:

### TRIP SOURCE INFORMATION:

How was the invitation to participate in this event obtained? <input type="checkbox"/> Invitation <input type="checkbox"/> Qualified or advanced through a competitive selection process Describe: <input type="checkbox"/> Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Is a professional organization or educational institution conducting or overseeing this event? If yes: <input type="checkbox"/> MSHSAA or other state athletic organization <input type="checkbox"/> Other: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No 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? 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 <b>contract approval and/or board approval</b> processes before pre-approval or approval may be given. Submit to <a href="mailto:contracts@spsmail.org">contracts@spsmail.org</a>	

### TRANSPORTATION INFORMATION:

Proposed Method of Travel – (*check all methods you may 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)/Employee Chaperone(s) will transport students. (Drivers must be approved through the Voluntary Driver Verification process - see the Risk Management Web page.)

**FINANCIAL INFORMATION – Provide estimates based on estimated student counts.**

**Include all schools for multi-site trips.**

**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.***

\$ \_\_\_\_\_ **Total estimated cost** of the event and travel (regardless of source)  
**Board approval is required for all trips with a cost exceeding \$15,000 or involving a contract. Submit to [contracts@spsmail.org](mailto: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 Funds (subject to approval)
- \$ \_\_\_\_\_ SPS\_District/Site/Activity Funds
- \$ \_\_\_\_\_ Total funds to be collected from students/families. Cost to be paid by each student: \$ \_\_\_\_\_
- \$ \_\_\_\_\_ Funds to be 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.

**GENERAL INFORMATION (include all schools for multi-site trips):**

**Estimated Number of Students:** \_\_\_\_\_ **Grade Levels:** \_\_\_\_\_

**Estimated Number of Chaperones:**

- District Employee Chaperones:** \_\_\_\_\_
- Volunteer Chaperones:** \_\_\_\_\_
- Administrator:** \_\_\_\_\_

All chaperones must complete required training.

Event materials:

- A copy of host-provided brochures, schedules, or invitations are attached.
  - Additional information is available at website: \_\_\_\_\_
- A proposed trip itinerary is attached
- Parent meetings are planned – outline, agenda, or handout is attached
- No meetings are planned

**PREAPPROVAL SIGNATURES:**

Principal Review & Preapproval: \_\_\_\_\_ Date: \_\_\_\_\_

District Activities/Athletic Director Preapproval: \_\_\_\_\_ Date: \_\_\_\_\_

Is a School Administrator required to attend this trip?  Yes  No

Risk Management Review & Preapproval: \_\_\_\_\_ Date: \_\_\_\_\_

**PREAPPROVAL is NOT authorization to travel.**

**A Final approval Application with complete trip details must be submitted a minimum of two weeks prior to departure.**

**Reviewer Notes:**
