

Colusa Unified School District Overnight Field Trip Request

Date Submitted: _____ Site Approval: _____

Date: _____

As outlined in the district's administrative regulations, requests for overnight trips must be submitted ten days prior to the date of the next regularly scheduled Board meeting. The board will approve or disapprove the request and notify the trip supervisor at the Board meeting after receipt of the request.

Event/Group Title: _____

Teacher(s)/Staff Member(s) Submitting Request (Trip Supervisors):

The teacher(s)/staff member(s) submitting the request will be designated as trip supervisors and assume responsibility at all times for supervising student activities and shall assume responsibility for the proper conduct of all participants.

Number of students participating: _____ *Number of adult volunteers: _____

List adult volunteers/chaperones (must be properly cleared through CUSD volunteer process):

Date of Transportation Request Submission: _____

Funding Source: _____ Student Cost of Trip: _____

Departure Date/Time/Location: _____

Destination (address required): _____

Description of Event: _____
