

**EAGLE MOUNTAIN-SAGINAW I.S.D.
ORGANIZATION TRAVEL REQUEST FORM**

The following travel request form is intended for the use of any organization who wishes to travel on a non-UIL trip under Board Policy FMG (LOCAL). This form is not required to be used for any trip based on advancement in competition. When completed, please submit this form to your campus principal.

NAME OF ORGANIZATION TRAVELING _____
PERSON MAKING REQUEST _____
CAMPUS _____
DESTINATION _____ DATES OF TRIP _____
HOW MANY CLASS DAYS WILL BE MISSED? _____
PURPOSE OF TRIP _____

APPROXIMATELY HOW MANY STUDENTS WILL MAKE THE TRIP? _____

APROXIMATELY HOW MANY CHAPERONES WILL ACCOMPANY THE STUDENTS? _____
The sponsor must contact the Director of Student & Staff Services no later than 6 weeks prior to departure with a list of sponsor/chaperones.

TYPE OF TRANSPORTATION _____

WHAT IS THE FUNDING SOURCE? EXPLAIN.
____ CAMPUS OR DISTRICT FUNDING _____
____ STUDENT FUNDRAISING/ACTIVITY ACCOUNT _____
____ BOOSTER CLUB _____

WILL A TRAVEL AGENT BE INVOLVED WITH ORGANIZING THE TRIP? _____
If yes, please provide the contact information of the Travel Agent below.

NAME OF AGENCY _____
ADDRESS _____
CONTACT PERSON _____
CONTACT PHONE NUMBER _____
EMAIL ADDRESS (if possible) _____

Please attach a detailed statement explaining the educational value of this trip. Submit a parent information packet, a proposed itinerary, a proposed detailed budget, a list of chaperones, and any information concerning performances and competitions.

PRINCIPAL APPROVAL _____ DENIED _____ Date _____
For all organizational trips

ASSISTANT SUPERINTENDENT APPROVAL _____ DENIED _____ Date _____
For BUSINESS/AUXILLIARY SUPPORT SERVICES

DIRECTOR APPROVAL _____ DENIED _____ Date _____
For all organizational trips

SUPERINTENDENT APPROVAL _____ DENIED _____ Date _____
For out-of-state and overseas trips only

EAGLE MOUNTAIN-SAGINAW I.S.D. TRIP FORM PROCESS

Before any arrangements for student trips can begin, the following process must be completed.

PART I: APPROVAL- The form must be turned in to the principal at least 2 (in state travel) 4(out-of-state) or 9(out-of-country) months prior to anticipated departure.

- The sponsor will turn in a completed Organization Travel Request Form to his/her campus principal.
- The campus principal responds within a week. If approved the form is forwarded to the Assistant Superintendent for Business/Auxiliary Support Services.
- The Assistant Superintendent for Business/Auxiliary Support Services responds within a week. If approved the form is forwarded to the appropriate Director.
- The Director responds within a week. If approved the form is sent to the appropriate superintendent.

(out-of-state and out-of-country – Superintendent)

(in-state – Assistant Superintendent for Education Support Services)

- The appropriate superintendent signs the form and returns it to the principal indicating initial approval of the trip. The principal will then notify the sponsor **and submit a copy to the Director of Student and Staff Services.**

- The sponsor may announce the trip to students and begin working on further travel arrangements.

PART II: DATA COLLECTION - It is the responsibility of the sponsor to meet with the campus principal and provide him/her with the following data prior to departure:

- **Approved** travel form
- List of students going on the trip
- List of anticipated sponsors (sponsors **must** complete the required Criminal History Record Information Request form found in the Human Resources Department)
- Parent/Guardian Permission Form
- Signed Medical Authorization Form

The meeting shall take place at least 2 weeks prior to departure. In case of an overseas trip, the sponsor and principal shall meet at least one month prior to departure.

FINAL ARRANGEMENTS (2 weeks prior to departure)

- Information containing travel and lodging details as well as an accurate tour itinerary is sent to parents, principal, and director in that area.