



Jefferson Joint School District 251

Every Student Can Learn and Succeed

Student Group Travel Request Form

Jefferson School District #251 school board policy 3465 requires groups to seek board approval to travel out of state, this policy states:

The Board recognizes that there are times when groups affiliated with schools in Jefferson School District #251 may wish to travel out of state to distances greater than 300 miles to events that feature competition, instructional clinics, or collaboration with similar groups. Groups may apply to attend such events no more frequently than every other year. Exceptions for educational purposes may be granted if approved by the principal and superintendent prior to a request for approval.

Please refer to board policy 3465 for more details on the requirements for out-of-state travel. After receiving approval from the school principal, please complete this form in its entirety to submit for trip approval from the district office. Plan to attend a school board meeting to present this request to the board of trustees.

Group Name:

Advisor(s) Name(s) and contact information:

Destination:

Requested travel dates:

Estimated Number of students traveling:

Number of advisors and/or chaperones attending?

What is the educational value of this trip? How does it support the curriculum?

Funding Source:

Type of transportation:

Estimated cost of transportation:

Will Lodging be required?

Estimated cost of lodging:

Estimated cost of food:

Other:

Total estimated cost to the organization, school or district:



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Estimated cost to participants:

Detailed description of the trip: