

Burlington-Edison School District Pre-Approval Field Trip Procedures For Groups Traveling Outside the State

"n" School Days Prior Approval Requests:

The procedure requires that any group planning on traveling outside the State of Washington needs to have school board approval before any fundraising takes place. The following information needs to be submitted to the school board for pre-approval planning field trips outside the State of Washington.

- Travel Dates
- When was the last time this group traveled outside the state?
- Itinerary
- Contact Information
- Accommodation Information
- Number of students and adult supervisors
- Mode(s) of transportation
- Emergency Contact information
- Written instructions to adult supervisors
- Expected Revenue sources to pay for the trip

The following needs to be considered by the organization and/or club:

- Discussion among organization or club on the expectations of continuous travel beyond this year (School District concerned about groups expecting to travel every year)
- What type of Fundraising will be done to support the trip? (School District concerned about going to the community with many fundraisers)