



Proposal for Student Global Travel Trip – District-Sponsored (International Travel)

- Staff member (Trip Leader) is to read and complete this form and submit it to the building principal.
- The form should then be submitted to the Director of Student Operations.
- The Superintendent or designee (Deputy Superintendent) has final approval of all Global Travel Program trips.
- The Deputy Superintendent will notify the staff member of approval or denial of the proposal.

Trip description: _____

Proposed departure date: _____ Return date: _____

Trip leader: _____ Position: _____ School: _____

What previous experience does the trip leader have with conducting global travel: _____

Number of additional staff members going: _____ Estimated number of students: _____

Travel partner (travel agency/company): _____

Travel partner representative's name, phone number and email address:

Travel partner's liability insurance carrier: _____

Section A: Purpose

What are the major sites to be visited and/or events to be attended: _____

In what ways will the students benefit: _____

In what ways will this trip connect to District goals for learners: _____

How will the trip be evaluated to determine the extent to which it met the objectives: _____

Section B: Students and Staff

Which students (grades, classes, or organization) will be going on the trip? _____

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Section C: Itinerary

Please list your basic itinerary here (a detailed itinerary will be required by May 1 prior to the departure date).

Mode of transportation to global destination: _____

Mode of transportation between local destinations: _____

Section D: Finances

Cost per student: _____

Source of funds: _____

Will fees be paid directly by the travelers to the travel agency? _____ If no, how will the funds be collected and safeguarded? _____

Section E: Communications

Please list the meetings that will be held with parents before the trip, along with topics of discussion.

Meeting dates:	Topics:
_____	_____
_____	_____
_____	_____
_____	_____

How will you communicate with parents during the trip?

What arrangements have been made for dealing with emergency situations? _____

Provisional Approval:

Trip Leader signature: _____ Date: _____

Principal signature: _____ Date: _____

Director of Student Operations signature: _____ Date: _____

Deputy Superintendent signature: _____ Date: _____

Important: This trip cannot be promoted or advertised, and students cannot be recruited, until provisional approval is obtained.

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Please complete the following items and submit, along with all other required Paperwork (see Global Travel Handbook and Forms Packet) to the deputy superintendent by May 1, prior to trip departure. Attach additional pages as necessary. Final approval is contingent on receipt of these items.

Trip Leader name: _____ Cell phone #: _____

Total number of students participating in the trip: _____

Staff and chaperone names

Affiliation with the students

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list where the group will be housed, along with telephone number for each lodging facility. If homestays are involved, attach complete details for each student. Attach additional pages if necessary.

Destination

City

Lodging phone

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Final Approval:

All required items received: Yes ☐ No ☐

Deputy Superintendent signature: _____ Date: _____

Submit copies to: Department of Academics & Student Learning and School