

# Prospectus – Long Distance/ Overnight Excursion Form



Spokane Public Schools  
*excellence for everyone*

School/Group: \_\_\_\_\_ / \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Number of school days to be missed: \_\_\_\_\_ Number of students traveling: \_\_\_\_\_

Name(s) of certificated staff traveling with group and providing supervision (per chaperone policy):

Name(s) of parent/guardian chaperone(s) traveling with group (per chaperone policy):

Arrangements for meals and lodging:

Arrangements for mode of transportation:

Estimated costs:           To each individual student: \$ \_\_\_\_\_  
                                      To District: \$ \_\_\_\_\_

Proposed arrangements for financing trip:

Plan for students with insufficient funds:

Additional comments:

Submitted by: \_\_\_\_\_  
  Signature of Teacher/Coach/Advisor

\_\_\_\_\_ Date signed

Approved by: \_\_\_\_\_  
  Signature of Building Level Supervisor

\_\_\_\_\_ Date signed

Approved by: \_\_\_\_\_  
  Signature of School Director\*

\_\_\_\_\_ Date signed

\* For elementary or middle school group or high school group with long-distance travel

Original: Principal if high school group and no long distance travel involved  
Original: Board of Directors if elementary or middle school group, or long-distance for high school group  
Copy: Teacher/Coach/Advisor  
Copy: Area Director  
Copy: Principal if elementary or middle school group, or long-distance for high school group