

**Canyons School District  
Student Overnight Travel Summary – 500.24**

Date \_\_\_\_\_

(Must be received by the High School Performance Director as soon as possible after Canyon District board of Education approval and prior to travel)

To: Director of High Schools – Tom Sherwood

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Group Requesting Proposed Travel: \_\_\_\_\_ Advisor/Coach: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

Mode(s) of Transportation: \_\_\_\_\_

Estimated One-way Mileage: \_\_\_\_\_ Estimated site Ground Mileage: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Dates of school that will be missed: \_\_\_\_\_ Summer Request

Number of Advisors Needed (based on 10:1 ratio): \_\_\_\_\_ Number of advisors participating: \_\_\_\_\_

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

Additional chaperones needed (based on 10:1 ratio): \_\_\_\_\_ All chaperones and non-essential travelers completed BCI

List of Chaperones:

1. \_\_\_\_\_ 5. \_\_\_\_\_ 9. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_ 10. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_\_ 11. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_ 12. \_\_\_\_\_

Names of additional non-essential travelers accompanying participants:

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

Date of Preliminary Parent Meeting: \_\_\_\_\_ Number of families in attendance in favor of the trip: \_\_\_\_\_

Number of families surveyed not in favor of the trip: \_\_\_\_\_ Total % of all families in favor of the trip: \_\_\_\_\_

**Actual cost per student:**

**Fundraising/Donations to help fund the trip:**

Advisor/Coach Food \$ \_\_\_\_\_  
 Substitute(s) \$ \_\_\_\_\_  
 Bus/Plane \$ \_\_\_\_\_  
 Lodging \$ \_\_\_\_\_  
 Student Food \$ \_\_\_\_\_  
 Registration Fee \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Insurance \$ 10.00 \_\_\_\_\_

Fundraising \$ \_\_\_\_\_  
 Parent \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

Describe "Other Expenses (if any)

**Total cost per student** \$ \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature Date

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
HS Director's Signature Date