

Madison Metropolitan School District
Request for Approval for
School District Sponsored Extended Trip or Foreign Tour

No employee shall advertise, promote, organize, arrange or announce an extended trip or foreign tour which has not been, at least conditionally, approved by the Superintendent. See Board Policy 5100 on attached to this form.

SECTION I: Complete for Conditional Approval

Date of Request: _____ Beginning Date of Activity: _____

Ending Date of Activity: _____

School: _____ Name of Trip Organizer & Phone #: _____

Destination/Description (including mode of transportation): _____

Name & Address of Travel Agent: _____

Number of Students Participating: _____ Grade Level(s) of Students Participating: _____

Type of Activity: (Select one or both)

☐ **Academic/Athletic/Extra-curricular**

If the purpose of the trip is athletic, please give a rationale for the trip. You may attach additional documentation. _____

If the purpose of the trip is academic, complete the following:

☐ Credit is requested for successful completion (no grade will be given).
Amount of credit: _____

☐ Course or competence prerequisites are attached.

☐ Student eligibility criteria are attached.

☐ *Any students, including students with disabilities, who meet the eligibility criteria and who normally participate in the sponsoring activity have been provided the opportunity to participate.*

All Activities:

☐ Activity is scheduled when school is not in session. If not, reason is attached.

☐ All Board of Education policies, including the Student Code of Conduct, will be enforced and there is an identified plan for breaches in the Student Code of Conduct.

Cost per participant: _____ Cost covers: _____

List and describe school sponsored fund raising activities for students: _____

Number of MMSD chaperones/administrative personnel: _____ (please **attach list of names**; indicate person in charge. Ratio must be one employee/ten students)

☐ All are MMSD employees

☐ (For foreign travel) At least one has current CPR certification: (name) _____
and one has first aid training: (name) _____

☐ (For non-foreign travel) At least one has emergency first aid training: (name) _____

Number of travel company employees who will supervise the trip/tour: _____ (please attach list of names).

Transportation for requested trip will be provided by: _____

Principal Approval: _____ Date _____

****Conditional Approval: (to proceed with School District Sponsored Extended Trip or Foreign Tour)**

Assistant Superintendent _____ Date _____

Superintendent _____ Date _____

(Form to be returned for Final Approval)

****All trips are subject to cancellation due to events beyond the control of the school district.**

SECTION II: Complete for FINAL Approval

Budget for Trip:

Revenue Sources:

Expenditures:

The Principal as a representative of MMSD will determine which employee receives a free or reduced airline ticket, a free or reduced hotel accommodation, or anything of value as a result of organizing, promoting, advertising, arranging and/or going on the trip or tour.

List of free or reduced tickets or accommodations or anything of value that will be given to MMSD:

Names of staff who will receive a free or reduced airline ticket or hotel accommodations, or anything of value:

- ☐ Attach itinerary of trip (including names of hotels and phone numbers).
- ☐ Attach a final list of participants (including chaperones) and home emergency phone contacts.
- ☐ Any and all contracts, including contracts with travel agencies/agents have been enclosed.
- ☐ All transportation is by bonded carrier (**attach contract**).
Means of transportation from airport to hotel _____
- ☐ When a district employee is transporting students as part of the trip, he/she must comply with Board of Education Policy 3350 and 8350. All driver verification (drivers license, insurance, etc.) must be sent to Assistant Superintendent for Legal Services Department review.

****Approval:**

Assistant Superintendent/Elementary or Secondary: _____ Date _____

Legal Services (approval of contracts): _____ Date _____

Assistant Superintendent for Business (has signed contracts): _____ Date _____

Superintendent (final approval): _____ Date _____

****All trips are subject to cancellation due to events beyond the control of the school district.**

Copies to : Requestor, Principal, Assistant Superintendents

Revised 8/03

The "Request for Extended Trip or Foreign Tour" form and Board of Education Policy is placed on the District-Wide Web, under the Superintendent's page: <http://dww.madison.k12.wi.us>.

**Madison Metropolitan School District
Board of Education Policies and Procedures**

POLICY: EXTENDED TRIPS OR FOREIGN TOURS

5100

Auxiliary Services

Extended Trips or Foreign Tours

All school sponsored extended trips or foreign tours must be approved by the SUPERINTENDENT prior to any employee using school time to announce, organize, arrange, advertise and/or promote the event. No Madison School District employee may receive for his or her personal benefit anything of value from any person other than the Madison School District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any Madison School District student while on the property of the Madison School District or at any activity of the Madison School District.

Extended trips or foreign tours are those overnight or in excess of 200 miles.

1/13/03

PROCEDURE: EXTENDED TRIPS OR FOREIGN TOURS

5100

Auxiliary Services

Extended Trips or Foreign Tours

1. The PRINCIPAL, appropriate ASSISTANT SUPERINTENDENT and the SUPERINTENDENT shall approve all extended trips or foreign tours.
2. An application for the approval of (1) extended trips or foreign tours and (2) organizing, promoting, advertising, arranging, and/or announcing the trip or tour shall include the following:
 - a. The name of each employee who will organize, promote, advertise, arrange and/or go on the trip or tour.
 - b. The financial arrangements: (1) the name of each employee who will receive through the MMSD a free or reduced airline ticket, a free or reduced hotel accommodation, or anything of value as a result of organizing, promoting, advertising, arranging and/or going on the trip or tour; (2) the cost per participant and what the cost covers; and (3) what, if any, school sponsored fund raising activities are contemplated.
 - c. The name of the travel agent and the address of the travel agency.
 - d. A list, if any, of the free or reduced airline tickets, free or reduced hotel accommodations or anything else of value that will be given to the Madison School District.
 - e. The names of employees, other chaperones, as well as administrative personnel, if any, who will be furnished by the travel company to supervise the trip/tour. The ratio of BOARD employees who will chaperone and supervise students shall be 1 employee for every 10 students and the chaperones are to be employees of the BOARD.
 - f. The criteria for determining which students are eligible to go on the trip/tour.
 - g. A description of the instructional purpose of the trip/tour, the place(s) that will be visited, and the departure and return dates, as well as the mode(s) of transportation that will be used. In accordance with Board Policy, students may be granted credit for engaging in educational opportunities during trips/tours.
 - h. If the extended trip/foreign tour cannot be scheduled during a time in which school is not in session, a rationale should be provided as to why the trip/tour has to occur during a time when school is in session.
 - i. For a foreign tour, (1) the name of the employee who has current CPR certification and (2) the name of the employee who has first aid training.
 - j. For an extended trip, the name of the employee who has first aid training.
3. No employee shall advertise, promote, organize, arrange or announce an extended trip or foreign tour which has not been approved by the SUPERINTENDENT.
4. All transportation must be by bonded carrier.

§ 118.12

01/13/03