

# Extended Educational Experience Excursion Prospectus

(Completed Prospectus must be presented 30 days (45 for out of state) prior to the trip)

School: \_\_\_\_\_ Destination: \_\_\_\_\_

Applicant: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of this Trip (Which major GLE will be cover) and Itinerary:

Person in Charge: \_\_\_\_\_ Type of Event (Contest, Conference, Parade)

Number of Teacher Chaperones: \_\_\_\_\_  
 Number of Parent Chaperones: \_\_\_\_\_ Groups Participating (DECA, FCCLA, Band)  
 Number of Participating Students \_\_\_\_\_

Means of Transportation: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
 Housing: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
 Food: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
 Other Cost: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total Cost to Trip: \$ \_\_\_\_\_

**Funding Source:**

	Students \$	Build. Budget Account. Num.	CTE Budget Account. Num.	ASB Budget Account. Num.	Other Account. Num.
Transportation					
Housing					
Food					
Other Costs					
Other Costs					
<b>Total Cost</b>					

APPROVED       DISAPPROVED       APPROVED       DISAPPROVED

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

Note: Out of State Excursions Require School Board Approval 30 Days Prior to Activity Date.