

OVER NIGHT and OUT OF STATE FIELD TRIP REQUEST FORM
Independent School District 308

Approval by the trip committee is needed before the school board will grant final approval. Trip plans should not be made until this approval is granted. This completed form should be returned to the Principal. Plan for at least 30 days turn around time at minimum.

Name of Organization Spanish Class / Spanish Club

Educational Benefit or Reason for Trip Spanish Immersion + Culture

Dates of Proposed Trip ^{leave around} March 18-21, 2027 Destination Spain
(attach itinerary)

Number of Students Planning to Attend 6-10 Number of Chaperones 1-3

Name of Chaperones Beth Durgin

Which chaperones have not had background checks? _____

Cost to Each Student for the Trip ≈ 3769 + flight

Total Trip Cost 3769 + flight
(include hotel, subs, transportation, entrance fees-you may need to attach documentation)

How are funds to be raised? (Be as specific as possible) Coffee Fundraiser, Ice Cream, Bulbs, etc. Parents + students responsible for remainder

What is the plan if not enough money is raised by the deadline? _____

Parents + students are responsible for the remainder

What is the down payment required for the trip? \$500

What type of transportation will be used? Planes, trains, buses

What are the housing arrangements? Hotels + families in Spain

What is the plan for communicating with parents of the students involved? email, facebook group, text
(attach letters, phone log, etc.)

What are the eligibility requirements, ie. Grade, behavior? Spanish Student

Other comments to support the trip _____

I, Beth Durgin, understand and accept the risk of supervising students on this trip.

Signed: Beth M Durgin Date: 3/4/2026

Committee Approval: Yes No
Comments: SMA Yes Rsekua

Board Approval: Yes No
Comments: [Signature]