

MOUNT VERNON COMMUNITY SCHOOL DISTRICT

OUT OF STATE TRIP REQUEST

Fill out and Return to Building Principal at least one week prior to the Mount Vernon School Board Meeting before your trip. Advance notification is very important. The Board meets the second Monday of each month.

Name of Group Requesting Trip:	
Name of Sponsor or school official making request:	
Please explain the purpose of the trip:	
Destination of Trip:	
Date of Trip:	
Approximate number of students:	
Type of Transportation:	
Cost of Trip:	
Transportation:	
Lodging:	
Meals:	
Other:	
Total:	
Total per person:	
Will there be an expense to the District? If yes, what amount are your requesting? For:	
Will there be fund raising? If yes, explain briefly:	
How many adults will chaperone this trip?	
If there is a selection process used to limit the number of students participating, please explain that process:	
OFFICE NOTES:	

PRINCIPAL'S SIGNATURE _____ DATE _____