

**SPECIAL EXTRACURRICULAR TRIPS**

From time to time requests are made by extracurricular groups seeking approval for special trips. Unlike regularly scheduled performances or interscholastic events, these trips are extraordinary in nature, often necessitating long distance and overnight lodging.

Extracurricular groups or teams planning special trips should submit requests through building principals to the Superintendent of Schools, three (3) months in advance, except in extraordinary situations. These letters of request shall include background information specifying reasons for the trip, dates, itinerary, transportation needs, chaperones, and costs. Since special trips of this nature are not specifically budgeted for, extracurricular groups are expected to raise the necessary funds.

The Superintendent of Schools shall present requests for special extracurricular trips to the Board of Directors who shall have final approval. It shall be noted that approval for trips shall be received prior to any fund-raising projects and announcements to students and parents.

Adopted: August 19, 1982

Reviewed: September 2002  
Anita\policy\ijoa