



Belding Area Schools

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Overnight Trip Request Form

Name of Group/Organization: _____ BAS District Contact: _____

Location of Event: _____

Proposed Date(s) of Event: _____

Number of Students: Males: _____ Females: _____

Number of Chaperones: Males: _____ Females: _____

Background Information (please provide information on event, including lodging arrangements): _____

Other Considerations: _____

This request has been reviewed and approved by the building administrator.

Signature of Building Administrator: _____ Date: _____

Decision of Superintendent: Approved Denied Requires School Board Approval

Signature of Superintendent: _____ Date: _____

REF: Board Policy 2340 – Field and Other District-Sponsored Trips. Excerpt: The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District multiple nights or out of the State. Single night or overnight trips based on normal competitive qualification can be approved by the Superintendent.

Trip Request Guidelines effective 11/18/13: 1) Proposals must be brought to the Board of Education for approval at or prior to the September Board meeting of the school year the trip will be taken, unless the trip is scheduled as a result of advancing to a State or National Competition; 2) There must be a 1:8 adult to student ratio for supervision unless the professional company providing the trip requires a lower ratio; and 3) The trip contact person will be responsible to provide a follow-up presentation on the trip to the Board of Education at a following Board meeting.

Belding Area Schools

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Superintendent

Brent R. Noskey

Board of Education

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Home of the Black Knights

