|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trip/Team** |  | | | |
| **Trip Dates** |  | | | |
| **Hotel** |  | | | |
| **Address (City & State)** |  | | | |
| **Board Approval Date** |  | | | |
| **Administrator(s) Names**  **(With cell contact)** |  | | | |
| **Coaches Names**  **(With cell contact)** |  | | | |
| **Number of Students** |  | | | |
| **Number of Chaperones** |  | | | |
| **Detailed Itinerary\*** | **Date:** | **Time:** | **Activity:** | |
|  |  |  | |
| **Hotel Room Check Information** | **Time students are required to be in rooms** | | |  |
| **Room checks done by** | | |  |
| **Time lights out** | | |  |
| **CUSD Student Forms on File (Board Policy 3541.1 & 6153): YES NO**  **(Please circle one)** | | | | |
| **COVID Contingency Plan:** | | | | |
| **Date reviewed by AD and DP or Principal or Area Supt:** | | | | |
| \* Account for each day, each event, each activity, and each hour of trip. | | | | |