

UINTAH SCHOOL DISTRICT  
REQUEST FOR SUPERINTENDENT'S APPROVAL FOR OUT-OF-STATE TRAVEL  
**FORM B**

*All out-of-state travel by district clubs or groups must be approved by the Superintendent of Schools. **No travel arrangements are to be made prior to this approval.***

Please fill out the information required and submit this form to your school principal.

School: \_\_\_\_\_ Advisor (print): \_\_\_\_\_

Date \_\_\_\_\_ Name of Group/Club \_\_\_\_\_

Describe the proposed trip in general (attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Describe the specifics for this trip: \_\_\_\_\_

Destination: \_\_\_\_\_ Depart and Return Dates \_\_\_\_\_

Trip Contact Phone \_\_\_\_\_ Male Students \_\_\_\_\_ Female Students \_\_\_\_\_

Number of Male Chaperones \_\_\_\_\_ Names: \_\_\_\_\_

\_\_\_\_\_  
Number of Female Chaperones \_\_\_\_\_ Names: \_\_\_\_\_

(It is required that both female and male chaperones accompany groups if both female and male students are going.)

Total Cost per Student for Registration, Travel and Accommodations: \_\_\_\_\_

List sources of funding for this trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If needed, Fundraiser Request Forms need to be completed and submitted separately.)

**Signatures required before submitting this form to the Superintendent:**

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

Approved  Not Approved

Approved  Not Approved

\_\_\_\_\_  
Principal's Signatures

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**Approval must be received prior to making travel arrangements.**

Original to superintendent.

One copy to principal.

One copy to group or club advisor.