

## Buchanan Area Overnight Student Trip Supervision Plan

<b>Trip/Team</b>			
<b>Trip Dates</b>			
<b>Hotel</b>			
<b>Address (City &amp; State)</b>			
<b>Administrator(s) Names (With cell contact)</b>			
<b>Coaches Names (With cell contact)</b>			
<b>Number of Students</b>			
<b>Number of Chaperones</b>			
<b>Detailed Itinerary*</b>	<b>Date:</b>	<b>Time:</b>	<b>Activity:</b>
<b>Hotel Room Check Information</b>	<b>Time students are required to be in rooms</b>		
	<b>Room checks done by</b>		
	<b>Time lights out</b>		
<b>CUSD Student Forms on File (Board Policy 3204 &amp; 8302):</b>			<b>YES      NO</b> (Please circle one)
* Account for each day, each event, each activity, and each hour of trip.			