

Procedure for Planning Off campus Trips

Notify your club sponsor of your plans to organize an off campus trip. Keep your sponsor in the loop throughout!

Contact the organization/ place you wish to visit and find a date that is suitable for them and you.

Confirm with your sponsor that s/he can go with you or find another ISB teacher who is willing to go.

If your sponsor or another ISB teacher is going with you, distribute the *Parent Permission Form* to all students who are going on the trip at least 1 week before the trip. The sponsor needs to bring the signed permission forms on the trip.

Book your transportation (get form from Activities Office or Community Service Office) at least 3 days in advance.

Request a first aid kit from the nurse if your activity merits one.

If there is no ISB teacher going on the trip, have your sponsor fill out the *Letter of Notification to Parents* and email to parents of students going on the trip.

Make your own transportation arrangements. ISB will NOT provide transportation.