

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: Sheryl Kasella

Date of Trip/Destination/Who trip is for: May 27-31, 2026 Iowa State, Ames, IA
Odyssey of the Mind University

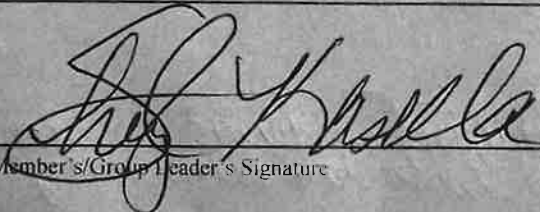
Did you complete FORM 1 for this trip and receive the required approval? yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	May 27-31, 2026
2. Trip destination	Ames, IA Iowa State University
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. Link to roster template: TOUR ROSTER	
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Staying in dorms on campus at Iowa State University
5. Final number of student travelers	10 9
6. Final number of adult travelers who are paying their own way/fare.	10
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	3 (coaches) reduction is based on total we end up raising + splitting
8. Final number of district employees (also include in #6 and #7 counts)	1
9. Ratio of adults to students	1:1
10. FINAL TOTAL of Number of Travelers (Adults and Students)	20 19
11. Have parents received detailed information about the cancellation policies and fees?	Yes
12. Is travel insurance through the tour company required OR optional for your travelers?	We are not using a tour company

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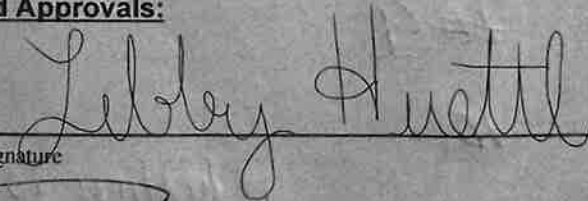
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13. Has the district completed background checks for <u>all</u> adults?	We are in the process of securing those, if they do not have them already
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	Private - ISD #197 only
15. How will you communicate with travelers while on tour?	All cell numbers will be shared for adults - we will mostly stay together as a group
16. How will you communicate with families back home/not on tour?	Daily posts or messages with highlights of the day
17. What is your plan for those requiring medication?	Either I or the Coach will be in charge of that with communication from parents

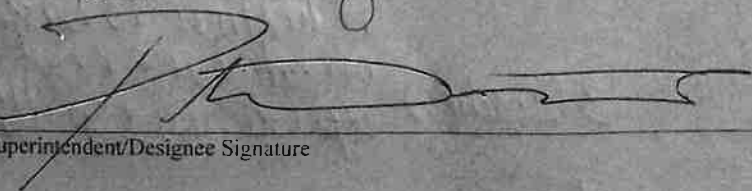

Staff Member's/Group Leader's Signature

4-15-26
Date

Required Approvals:


Principal Signature

4-15-26
Date


Superintendent/Designee Signature

4/16/26
Date

School Board Approval

Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.