

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: _____

Name of Faculty/Trip Leader Making Request: _____

Date(s) of Proposed Trip: _____ **# of School Days:** _____ **# Nights Away:** _____

Trip Destination: _____ **Distance (one-way):** _____

Purpose/Benefit of Trip: _____

Transportation Arrangements: _____

Students: _____ **# Chaperones:** _____ **School Staff:** _____ **Parents/Other:** _____
(including Ldr)

Arrangements for Mixed Gender Supervision: _____

Cost Per Student: _____

Description of any Fundraising: _____

Do all members of the group/team have an opportunity to participate?

If not, describe circumstances:

FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: _____

Date/time of pre-trip chaperone meeting: _____

FOR OUT-OF-COUNTRY TRIPS: **Travel and cancellation insurance arrangements** (attach copy of contract with insurance and cancellation provisions highlighted).

APPROVAL OF TRAVEL:

Principal or AD: _____ *Date* _____

Superintendent: _____ *Date* _____

School Board: _____ *Date* _____

- All travel must first be approved and recommended by the principal or, in the case of athletic trips, the athletic administrator. The principal and athletic administrator are permitted to approve in-state day trips (no overnight stays) without the endorsement of the Superintendent or School Board.
- Out-of-state trips within New England and in-state trips requiring no more than one night's stay must be approved by the Superintendent.
- Board approval is required for trips outside of New England; for all trips requiring two or more overnight stays; and for all trips requiring a per-student cost or fund-raising of \$500 or more.
- Travel requests needing approval from the Superintendent or Board should be submitted at least two months in advance of the trip.