

JAN 04 2011

### Field Trip Authorization Form

Name of Group/Team: CEHS World Affairs Council

Faculty/Staff member Making Request: Gretchen McNulty

Date(s) of Proposed Trip: Feb. 4-6 # of School Days: 1 # Nights Away: 1

Destination: Park Plaza / Boston, MA Distance (one-way): 112 miles

Purpose/Benefit of Trip: Boston University Model United Nations

Transportation Arrangements: Concord Trailways + Boston Metro

# Students: 16 # Chaperones: 2 School Staff: G. McNulty Parents/Other: K. McNulty

Arrangements for Mixed Gender Supervision: yes

Cost Per Student: \$200.00 max (not including food)

Description of any Fundraising: Card/Golf Sales, Trivia Night, etc.

Do all members of the group/team have an opportunity to participate?  Yes  No

If "no," describe circumstances:

**For overnight trips**

All parent/other chaperones have attended volunteer training:  Yes  No

Date and time of pre-trip chaperone meeting: January 28<sup>th</sup> (Friday) at 7:15 am

**For out-of-country trips**

Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted): n/a

**Approvals:**

Principal or Athletic Administrator \_\_\_\_\_  
Superintendent *KL* \_\_\_\_\_  
School Board \_\_\_\_\_

Date *Jan 4, 2011* \_\_\_\_\_  
Date *1/5/2011* \_\_\_\_\_  
Date \_\_\_\_\_

Authorization Authority: Principal/AA: in-state day trips; Superintendent: out-of-state trips w/n 125 miles, in-state trips requiring one-night stay; School Board: out-of-state trips beyond 125 miles, trips requiring 2 or more overnights; trips costing \$500 or more per student