

Field Trip Authorization Form

Name of Group/Team: World Affairs Council / Boston University Model UN

Faculty/Staff member Making Request: Gretchen McNulty/Melissa Oliver

Date(s) of Proposed Trip: February 24-26 # of School Days: 0 # Nights Away: 2

Destination: Boston, MA Distance (one-way): 115m

Purpose/Benefit of Trip: Model UN Simulation

Transportation Arrangements: Concord Trailways / MBTA

Students: 10-16 # Chaperones: 2 School Staff: 1-2 Parents/Other: 1

Arrangements for Mixed Gender Supervision: Yes

Cost Per Student: \$200.00

Description of any Fundraising: Various Sales, 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: 2/16 7:30 am CEHS 308

For out-of-country trips

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

Approvals:

Principal or Athletic Administrator

Superintendent

School Board

Date 12/22/2016

Date 12/28/16

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