

Field Trip Permission Form

FEB 27 2012

Name of Group/Team: Mock Trial – Nationals Team

Faculty/Staff member Making Request: Mary Page

Date(s) of Proposed Trip: May 2-6, 2012 # of School Days: 2-1/2 # Nights Away: 4

Destination: Albuquerque, NM

Distance (one-way): 2,362 miles

Purpose/Benefit of Trip: compete in National Mock Trial Championship Program

Transportation Arrangements: United Airlines, via Smolka Travel; ground travel=Super Shuttle or local equivalent; parents to take students to and from Portland Jetport on 5/2 and 5/6

Students: 11 # Chaperones: 1 School Staff: 1 Parents/Other: 1 attorney coach

Arrangements for Mixed Gender Supervision: yes; separate hotel rooms

Cost Per Student: approx. \$300-\$500, depending on success of fund-raising

Description of any Fundraising: solicitation of local attorneys and mock trial alum families; 2 bake sales; 1 candy sale; clynk bottles; dinner at Good Table (3/25); screening event with Friends of Mock Trial (3/21); CEEF Grant (\$500 received); HSPA Grant (\$1,500 received)

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: completed; chaperone is also a physician

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 Feb 23, 2012

Date 2/27/12

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