

JAN 08 2014

### Field Trip Authorization Form

Name of Group/Team: AP Government

Faculty/Staff member Making Request: Ted Jordan

Date(s) of Proposed Trip: 3/18-3/21 # of School Days: 4 # Nights Away: 3

Destination: Washington, D.C. Distance (one-way): A long ways (700 miles)

Purpose/Benefit of Trip: To meet w/ government officials and their staffs in order to learn how policy is made, how our government works

Transportation Arrangements: Concord Bus to Boston, US Air to DC and back to Boston, Concord Bus back to Portland  
# Students: 38 # Chaperones: 4 School Staff: 4 Parents/Other: 0

Arrangements for Mixed Gender Supervision: Troy Heninger + I - male chaperones

Cost Per Student: approx \$500 Ginger Raspiller + Jean Moriarty - female chaperones

Description of any Fundraising: None

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:

#### For out-of-country trips

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

<b>Approvals:</b>	
Principal or Athletic Administrator <u></u>	Date <u>1/7/2014</u>
Superintendent _____	Date _____
School Board _____	Date _____
<i>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</i>	