

FEB 04 2014

Field Trip Authorization Form

Name of Group/Team: WORLD AFFAIRS COUNCIL / DARTMOUTH COLLEGE MODEL UNITED NATIONS CONFERENCE

Faculty/Staff member Making Request: MELISSA OLIVER

Date(s) of Proposed Trip: 03/28/14 - 03/30/14 # of School Days: 1 (ONE) # Nights Away: 2 (TWO)

Destination: HANOVER, NH

Distance (one-way): ~170 MILES

Purpose/Benefit of Trip: DARTMUN (DARTMOUTH COLLEGE MODEL UN SIMULATION)

Transportation Arrangements: CEHS BUS TRANSPORTATION FROM CEHS TO/FROM HOTEL & CONFERENCE ON DARTMOUTH COLLEGE CAMPUS

Students: 15 # Chaperones: 2 School Staff: 1 Parents/Other: 1

Arrangements for Mixed Gender Supervision: YES

Cost Per Student: \$250.00 OR LESS

Description of any Fundraising: SALES / RAFFLES THROUGHOUT SCHOOL YEAR CONFERENCES

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: THURSDAY, MARCH 20TH, 7:30 AM

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 Meredith Fitch
School Board _____

Date February 4, 2014
Date 2/4/14
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