

SEP 11 2014

### Field Trip Authorization Form

Name of Group/Team: WORLD AFFAIRS COUNCIL / BROWN UNIVERSITY SIMULATION OF UNITED NATIONS CONFERENCE

Faculty/Staff member Making Request: MELISSA OLIVER

Date(s) of Proposed Trip: 11/07/14 - 11/09/14 # of School Days: 1 (ONE) # Nights Away: 2 (TWO)

Destination: PROVIDENCE, RI

Distance (one-way): ≈165 MILES

Purpose/Benefit of Trip: BUSUN (BROWN UNIVERSITY MODEL UN SIMULATION)

Transportation Arrangements: CEHS BUS TRANSPORTATION FROM CEHS TO/FROM HOTEL & CONFERENCE ON BROWN UNIVERSITY CAMPUS

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

Arrangements for Mixed Gender Supervision: YES

Cost Per Student: \$275.00 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, OCTOBER 30TH, 2014, 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 Melissa Oliver \_\_\_\_\_  
School Board \_\_\_\_\_

Date 9/10/2014  
Date 10/7/14  
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