

DEC 01 2015

Policy FILE: IHOA-E1

**STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM**

Group/Team Name: CEHS Model United Nations (World Affairs Council)

Name of Faculty/Trip Leader Making Request: Melissa Oliver

Date(s) of Proposed Trip: 03/18/16 - 03/20/16 # of School Days: 1 # Nights Away: 2

Trip Destination: Westin Copley Place Boston, MA Distance (one-way): 110 miles

Purpose/Benefit of Trip: Boston College Model United Nations Conference

Transportation Arrangements: CEHS Bus Transportation

# Students: 20 # Chaperones: 2 (including Ldr) School Staff: 1 Parents/Other: 1

Arrangements for Mixed Gender Supervision: Yes

Cost Per Student: \$250.00 or less

Description of any Fundraising: Coffee Sales - Trivia Night Fundraiser

Do all members of the group/team have an opportunity to participate?  
If not, describe circumstances:

FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: yes

Date/time of pre-trip chaperone meeting: 03/10/16 - 7:30 a.m. room 201 @ CEHS

FOR OUT-OF-COUNTRY TRIPS: Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted).

APPROVAL OF TRAVEL:

Principal or AD:  Date 12/1/2015  
Superintendent: \_\_\_\_\_ Date \_\_\_\_\_  
School Board: \_\_\_\_\_ Date \_\_\_\_\_

- All travel must first be approved and recommended by the principal or, in the case of athletic trips, the athletic administrator. The principal and athletic administrator are permitted to approve in-state day trips (no overnight stays) without the endorsement of the Superintendent or School Board.
- Out-of-state trips within New England and in-state trips requiring no more than one night's stay must be approved by the Superintendent.
- Board approval is required for trips outside of New England; for all trips requiring two or more overnight stays; and for all trips requiring a per-student cost or fund-raising of \$500 or more.
- Travel requests needing approval from the Superintendent or Board should be submitted at least two months in advance of the trip.