

JAN 08 2016

**STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM**

Group/Team Name: CEHS Nordic Team

Name of Faculty/Trip Leader Making Request: Shawn Guerrette

Date(s) of Proposed Trip: Feb 17 to Feb 19, 2016 # of School Days: 0 # Nights Away: 2

Trip Destination: Sugarloaf, Maine Distance (one-way): 180 miles

Purpose/Benefit of Trip: State Ski Meet

Transportation Arrangements: Vans - Cape transportation

# Students: 10 # Chaperones: 2 (including Ldr) School Staff: 1 Parents/Other: 1

Arrangements for Mixed Gender Supervision: yes, S. Guerrette male, Amy Parkin female

Cost Per Student: 6100

Description of any Fundraising: Cape Nordic will fund it

Do all members of the group/team have an opportunity to participate?

If not, describe circumstances: yes

FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: yes

Date/time of pre-trip chaperone meeting: Dec 16, 2015

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: [Signature] Date January 6, 2016

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.