

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: State of Maine Mock Trial Team 2016

Name of Faculty/Trip Leader Making Request: Mary Page

Date(s) of Proposed Trip: May 11 - May 15, 2016 # of School Days: 2-1/2 # Nights Away: 4

Trip Destination: Boise, Idaho Distance (one-way): 2,765 miles

Purpose/Benefit of Trip: participate in 2016 National Mock Trial Competition

Transportation Arrangements: public or private bus to Logan Airport & Alaska Airlines & Bois

ground transport

Students: 10 # Chaperones (including Ldr): 2 School Staff: Page Parents/Other: R. O'Meara - attorney coach

Arrangements for Mixed Gender Supervision: separate hotel rooms

Cost Per Student: approx. \$450

Description of any Fundraising: Extensive-bake & candy sales, jazz event etc

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

If not, describe circumstances: Yes, all had opportunity to participate.

FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: yes

Date/time of pre-trip chaperone meeting: N/A. Chaperones = myself and Dick O'Meara

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:	<u>[Signature]</u>	Date:	<u>1/25/2016</u>
Superintendent:	<u>[Signature]</u>	Date:	<u> </u>
School Board:	<u> </u>	Date:	<u> </u>

- 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.