

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

JUL 19 2016

Group/Team Name: Cape Elizabeth HS Speech & Debate Team

Name of Faculty/Trip Leader Making Request: Lisa Melanson

Date(s) of Proposed Trip: Sept. 16-18, 2016 # of School Days: 1 # Nights Away: 2

Trip Destination: Yale University Distance (one-way): 245 miles

Purpose/Benefit of Trip: compete in Yale Invitational - a national tournament

Transportation Arrangements: School minivan and perhaps parent carpools

Students: 6-12 # Chaperones: 2 (including Ldr) School Staff: 1 Parents/Other: TBD

Arrangements for Mixed Gender Supervision: Yes

Cost Per Student: \$200

Description of any Fundraising: funds in account will defray registration costs

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: August 15, 7 p.m.

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 7/15/2016
 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.