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## Mock Trial Overnight trip to add to September school board meeting agenda

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**Page, Mary** <mpage@capeelizabethschools.org>  
To: Jeff Shedd <jshedd@capeelizabethschools.org>  
Cc: Andrea Fuller <afuller@capeelizabethschools.org>

Mon, Aug 1, 2016 at 11:09 AM

Jeff,

Attached is the completed form for your and school board approval of the Empire Mock Trial competition in November. Although the state competition is in the process of being resurrected, it still is unclear when the competition will be held. The mock trial coaches believe that the Empire Competition is both a great experience for the team and an opportunity to "up" the performance level of the team. The remaining amount due to Empire is about \$950 or \$995 on Aug. 23.

Let me know if you have any questions; hope you are enjoying summer as much as I am!

Mary


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*Open Minds and Open Doors*

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 **IHOA-E1-Trip Authorization Form\_typeable.pdf**  
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**STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM**

**Group/Team Name:** \_\_\_\_\_

**Name of Faculty/Trip Leader Making Request:** \_\_\_\_\_

**Date(s) of Proposed Trip:** \_\_\_\_\_ **# of School Days:** \_\_\_\_\_ **# Nights Away:** \_\_\_\_\_

**Trip Destination:** \_\_\_\_\_ **Distance (one-way):** \_\_\_\_\_

**Purpose/Benefit of Trip:** \_\_\_\_\_

**Transportation Arrangements:** \_\_\_\_\_

**# Students:** \_\_\_\_\_ **# Chaperones:** \_\_\_\_\_ **School Staff:** \_\_\_\_\_ **Parents/Other:** \_\_\_\_\_  
(including Ldr)

**Arrangements for Mixed Gender Supervision:** \_\_\_\_\_

**Cost Per Student:** \_\_\_\_\_

**Description of any Fundraising:** \_\_\_\_\_

**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:** \_\_\_\_\_

**Date/time of pre-trip chaperone meeting:** \_\_\_\_\_

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* \_\_\_\_\_

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.