

MAR 10 2017

Policy FILE: IHOA-E1

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: Science Team - High School

Name of Faculty/Trip Leader Making Request: Shawn Guerrette

Date(s) of Proposed Trip: April 27, 2017 - May 1, 2017 # of School Days: 3 # Nights Away: 4

Trip Destination: Washington DC Distance (one-way): 550 miles

Purpose/Benefit of Trip: Compete in National Science Bowl

Transportation Arrangements: Antrak

Students: 5 # Chaperones: 1 (including Ldr) School Staff: 1 Parents/Other: _____

Arrangements for Mixed Gender Supervision: Yes, there are female coaches

Cost Per Student: 0, US Dept of Energy pays all expenses

Description of any Fundraising: none required

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: _____

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 March 8, 2017

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.