

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: CEHS Mock Trial - 2017 Empire World Competition

Name of Faculty/Trip Leader Making Request: Mary Page

Date(s) of Proposed Trip: November 16-20, 2017 # of School Days: 2-1/2 # Nights Away: 4

Trip Destination: New York City Distance (one-way): 321 miles

Purpose/Benefit of Trip: compete in 2017 Empire world mock trial competition

Transportation Arrangements: Concord Trailways bus & cabs/ubbers

Students: 11 # Chaperones: 3 (including Ldr) School Staff: 1 Parents/Other: 2

Arrangements for Mixed Gender Supervision: hotel rooms by gender

Cost Per Student: approx. \$350 - \$400

Description of any Fundraising: Clynk, bake sales, & numerous restaurant/sponsorship events

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: Thursday Nov. 2, 2017

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.