

JAN 29 2018

Policy FILE: IHOA-E1

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: National Mock Trial Team

Name of Faculty/Trip Leader Making Request: Page

Date(s) of Proposed Trip: May 9 - 13 2018 # of School Days: 3 # Nights Away: 4

Trip Destination: Reno Nevada Distance (one-way): 2,985

Purpose/Benefit of Trip: National High School Mock Trial Competition

Transportation Arrangements: Bus to Boston/Logan airport and flights to and from Reno

Students: 15 # Chaperones: 3 (including Ldr) School Staff: 1 Parents/Other: 2

Arrangements for Mixed Gender Supervision: hotel rooms by gender

Cost Per Student: approx. \$450

Description of any Fundraising: extensive, from bake sales, Clynk bags, to raffle ticket sales; yes to Q below: all team members had opportunity

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: Dick O'Meara & David Hillman

Date/time of pre-trip chaperone meeting: Monday April 30, 6 - 6:30 pm

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 _____
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.