

JAN 31 2018

Policy FILE: IHOA-E1

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: Varsity Girls Tennis

Name of Faculty/Trip Leader Making Request: Sarah Boecker - Tennis Coach

Date(s) of Proposed Trip: April 14-21 # of School Days: 0 # Nights Away: 7

Trip Destination: Hilton Head - Van der Meer Academy Distance (one-way): _____

Purpose/Benefit of Trip: V-Girls Tennis Team Training & Bonding

Transportation Arrangements: Flight to Savannah Drive Home

Students: 5 # Chaperones (including Ldr): 2 School Staff: Parents/Other: _____

Arrangements for Mixed Gender Supervision: All Girls

Cost Per Student: \$ 900 - 1200

Description of any Fundraising: N/A

Do all members of the group/team have an opportunity to participate?

If not, describe circumstances: All Varsity Tennis Players were given an opportunity

FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: March 1, 6:30pm

Date/time of pre-trip chaperone meeting: MARCH 1

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: 1/31/18

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.

JAN 25 2018

Policy File: IHOA-E2

STUDENT TRAVEL/FIELD TRIP INFORMATION and PARENT CONSENT FORM

Group/Team: Girls Tennis # Students attending: 5
Faculty Leader Name(s): Sarah Boeckel # of Chaperones: 2
(including Ldr)

Trip Destination: Hilton Head, SC

Trip Date(s): April 14-April 20/21

Anticipated Departure Time: 9:00am Anticipated Return Time: 9:00pm

Transportation by: STILL WORKING ON TRAVEL WILL EITHER BE FLIGHT, TRAIN OR DRIVE.

Driver(s) (if other than school /commercial carrier): Sarah Boeckel

In An Emergency, How Can Trip Leader(s) Be Contacted: 207-2

FOR OVERNIGHT TRIPS:

Accommodations: 26 S Forest Beach Drive Hilton Head Island, SC 29928
Physical address, phone We will be staying in a condo in the area

Provisions for Mixed Gender Supervision: It is all females

PRE-TRIP PARENT MEETING (for Trip involving Three (3) or More Overnights) WILL BE:

Date: March 1 Location: HS Gym Time: 6:30pm