

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: AP Government

Name of Faculty/Trip Leader Making Request: Ted Jordan, Jeff Shedd

Date(s) of Proposed Trip: 3/20 - 3/23/18 # of School Days: 4 # Nights Away: 3

Trip Destination: Washington, DC Distance (one-way): 540 miles

Purpose/Benefit of Trip: Capstone event of course, to meet w/ policymakers

Transportation Arrangements: Concord Bus, JetBlue, Washington DC Metro

Students: 52 # Chaperones (including Ldr): 5 School Staff: 5 Parents/Other: _____

Arrangements for Mixed Gender Supervision: 3 women (staff) + 2 men (staff) chaperones

Cost Per Student: \$550

Description of any Fundraising: N/A

Do all members of the group/team have an opportunity to participate? Yes
If not, describe circumstances:

FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: Yes, all have chaperoned this trip before

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 2/8/2018
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.