

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: The Can We? Project

Name of Faculty/Trip Leader Making Request: John Holdridge

Date(s) of Proposed Trip: F. 3/16 - Su 3/18 # of School Days: 1 # Nights Away: 2

Trip Destination: Camp Sunshine - Casco, ME Distance (one-way): ~ 40 miles

Purpose/Benefit of Trip: Weekend Retreat for The Can We? Project

Transportation Arrangements: School Van

Students: 4 # Chaperones (including Ldr): 1 School Staff: yes Parents/Other: Multiple Weynflete staff

Arrangements for Mixed Gender Supervision: yes - ~~use~~ gender specific dorm rooms

Cost Per Student: NA

Description of any Fundraising: NA

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: NA - Sponsored by Weynflete

Date/time of pre-trip chaperone meeting: NA - and facilitated by Weynflete staff

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.