



FIELD TRIP AUTHORIZATION FORM

Requests must be submitted to your campus Principal at least 6 weeks prior to the date of the proposed field trip. A copy of the Principal-approved request form must be submitted to the Central Administration Office for final Executive Director approval no less than 4 weeks prior to the field trip date. Teachers are encouraged to provide additional printed information relative to the field trip destination whenever available. Trips are always conditionally approved contingent upon a confirmed list of field trip drivers being provided to the Principal not later than 1 week prior to the trip date. The Executive Director may describe other contingencies as necessary.

Teacher Name: _____ Date: _____ Grade(s): _____

Classroom: _____ Campus: _____

Destination of Proposed Field Trip: _____
(Including Address)

(Contact Name)

(Contact Phone #)

Cost per Pupil: _____ **Date(s) of Proposed Field Trip:** _____

Departure from Campus Time: _____ **Return to Campus Time:** _____

The field trip is: walking class trip local/day trip over night: ___ # nights out-of-state*

**Out-of-state field trips must be pre-approved by the Governing Board prior to booking. Please contact the Central Administration Office to learn more about the Governing Board meeting schedule.*

Title/Description of Field Trip: (Note that walking class trips may be requested as a “standing approval” for events such as regular park outings, monthly library trips, etc. If requesting a “standing approval”, please indicate all proposed dates of participation on one request form.)

How will this field trip support the students’ learning and how does it tie into the curriculum?

Projected # of students participating: _____ **Projected # of students not participating:** _____

Projected student participation rate: _____ %

Comments about student participation rate: _____

What is the alternative on-campus placement plan for students who will not be attending this field trip and how has this been communicated to parents? (If a substitute teacher is required for alternative on-campus placement, this cost must be factored into the total field trip cost.)

Adult to Student Ratio: # of Adults _____ per # of Students _____

Guidelines for Adult to Student Ratios are as follows:

<i>Grades</i>	<i># of Adults</i>	<i>per</i>	<i># of Students</i>
<i>K-3</i>	<i>1</i>		<i>4</i>
<i>4-6</i>	<i>1</i>		<i>5</i>
<i>7-8</i>	<i>1</i>		<i>7</i>

Fundraising Plans to Offset Cost: _____

How will Scholarships be provided? _____

How will Transportation be provided? _____

Will the students engage in high-risk activities (i.e. ropes course, kayaking, etc)? *Check one:* Yes No

- If yes, parent/guardian must sign a CMP Release of Liability in addition to the Permission Form.

Is venue requesting a Certificate of Insurance? *Check one:* Yes No

- If yes, include a copy of the contract outlining their insurance requirements.
- If yes, request a copy of the venue's Certificate of Insurance as well.

Principal's Pre-Approval Required for Field Trip: *Check one:* Approved Denied

Principal Signature

Date

Executive Director's Approval Required for Field Trip: *Check one:* Approved Denied

Executive Director Signature

Date

Contingent upon: _____

Board Approval Required for Out-of-State Field Trip: *Check one:* Approved Denied

Governing Board Chairman Signature or Designee

Date