

JAN 22 2015

Field Trip Authorization Form

Name of Group/Team: Mock Trial Team - CETS (National Team)

Faculty/Staff member Making Request: Mary Page

Date(s) of Proposed Trip: May 13 - May 17 # of School Days: 2 1/2 # Nights Away: 4

Destination: Raleigh, North Carolina Distance (one-way): hundreds of miles - approx. 805 miles

Purpose/Benefit of Trip: To compete in National Mock Trial Competition

Transportation Arrangements: Fly out of Portland jet port; 1 layover in LaGuardia - arrangements via Smolka Travel

Students: 12 # Chaperones: 1 School Staff: 1 Parents/Other: - Attorney Coach - Jon Sahrbeck

Arrangements for Mixed Gender Supervision: Students will room at Marriott City Center - 4 girls per room + 4 boys per room - genders separate

Cost Per Student: approx \$450

Description of any Fundraising: Extensive Fundraising; Solicitation letters, bake sales, Clynk; Buzz event + more
Do all members of the group/team have an opportunity to participate? Yes No

If "no," describe circumstances:

For overnight trips

All parent/other chaperones have attended volunteer training: Yes No

Date and time of pre-trip chaperone meeting: N/A - Jon was an attorney general for State of Maine

For out-of-country trips

Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted):

Approvals:

Principal or Athletic Administrator _____

Date 1/21/2015

Superintendent [Signature] _____

Date 1/22/15

School Board _____

Date _____

Authorization Authority: Principal/AA: in-state day trips; Superintendent: out-of-state trips w/n 125 miles, in-state trips requiring one-night stay; School Board: out-of-state trips beyond 125 miles, trips requiring 2 or more overnights; trips costing \$500 or more per student

Parent Final meeting Scheduled for May 14.