


**STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM**Group/Team Name: Cape Elizabeth High School BaseballName of Faculty/Trip Leader Making Request: Andrew WoodDate(s) of Proposed Trip: 4/13/2016 - 4/21/2016 # of School Days: 1/2 day # Nights Away: 8Trip Destination: Vero Beach, Florida Distance (one-way): 1463 milesPurpose/Benefit of Trip: Baseball - Spring TrainingTransportation Arrangements: Fly - Portland Jetport to Orlando, rented Vans while in Florida# Students: 18 # Chaperones: 2 (including Ldr) School Staff: 0 Parents/Other: Donna FArrangements for Mixed Gender Supervision: N/ACost Per Student: \$1345Description of any Fundraising: Magazine sales, car washes held in season, parent run public dinner(s) (i.e. pasta and or chowder)

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

If not, describe circumstances: yesFOR OVERNIGHT TRIPS:All parent/other chaperones have attended volunteer training: yesDate/time of pre-trip chaperone meeting: January 2016FOR 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:  Date 11/10/15  
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.