

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: AP Government
 Name of Faculty/Trip Leader Making Request: Ted Jordan
 Date(s) of Proposed Trip: Jun 4-6, 2016 # of School Days: 3 # Nights Away: 2
 Trip Destination: Manchester, NH Distance (one-way): 98 miles
 Purpose/Benefit of Trip: Attend New Hampshire Primary Student Convention
 Transportation Arrangements: via Concord Coach
 # Students: 49 # Chaperones (including Ldr): 4 School Staff: 4 Parents/Other: 0
 Arrangements for Mixed Gender Supervision: 2 male + 2 female chaperones
 Cost Per Student: \$270
 Description of any Fundraising: None

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
 Date/time of pre-trip chaperone meeting: N.A - Chaperones do trips annually

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 11/5/2015
 Superintendent: [Signature] Date 11/10/15
 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.