

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: Boys Tennis

Name of Faculty/Trip Leader Making Request: Andy Strout

Date(s) of Proposed Trip: April 15th--April 23rd # of School Days: 0 # Nights Away: 8

Trip Destination: Hilton Head Island Distance (one-way): _____

Purpose/Benefit of Trip: Spring training camp/appropriate weather for pre-season/team bond

Transportation Arrangements: Train to and fly home

Students: 11 # Chaperones: 2 (including Ldr) School Staff: coaches Parents/Other: _____

Arrangements for Mixed Gender Supervision: all boys

Cost Per Student: \$1,100 +-

Description of any Fundraising: n/a

Do all members of the group/team have an opportunity to participate?
If not, describe circumstances: All are welcome


FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: both are HS coaches

Date/time of pre-trip chaperone meeting: March 1, 2016

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:  Date 11/17/15
 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.