## STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Name of Faculty/Trip Leader Making Request: Shaw Coure He  Date(s) of Proposed Trip: Dec 201-31, 2015 # of School Days: Whights Away: 2  Trip Destination: Sugar load Outdon Center Distance (one-way): 200 Miles  Purpose/Benefit of Trip: Training for Up (1) Miles Season  Transportation Arrangements: CE transports that Deportment  # Students: 10 # Chaperones: (including Left) 2 School Staff: Parents/Other: 1  Arrangements for Mixed Gender Supervision: 415 S. Guerrette (Make), Any Bullon (female)  Cost Per Student: 8/20  Description of any Fundraising: Cape Wordlic  Do all members of the group/team have an opportunity to participate? If not, describe circumstances: 465  FOR OVERNIGHT TRIPS:  All parent/other chaperones have attended volunteer training: 465  Date/time of pre-trip chaperone meeting: Dec 3, 2015 6:30 PM  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  School Board: Date  Date  Date	Group/Team Name: CEUS Nordic Shi team
Date(s) of Proposed Trip: Dec 20-31, 2015 Days: Away: 2  Trip Destination: Sugarload Outdoon Centry Distance (one-way): 200 Miles  Purpose/Benefit of Trip: Transportation Arrangements: CE transportation Arrangements: CE transportation Arrangements: CE transportation Arrangements: Les transportation Arrangements: Les transportation Arrangements: Les transportation Department  # Students: 10 # Chaperones: QES School Staff: 1 Parents/Other: 1  Arrangements for Mixed Gender Supervision: QES School Staff: 1 Parents/Other: 1  Arrangements for Mixed Gender Supervision: QES School Staff: 1 Parents/Other: 1  Description of any Fundraising: Cape Nocolic  Do all members of the group/team have an opportunity to participate?  If not, describe circumstances: QES  FOR OVERNIGHT TRIPS:  All parent/other chaperones have attended volunteer training: QES School Staff: 2015 CM  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 Note: Da	Name of Faculty/Trip Leader Making Request: Shawn Guerette
Purpose/Benefit of Trip: training for up (1) Ming Season  Transportation Arrangements: CE transportation Department  # Students: 10 # Chaperones: (Including Ldr) 2 School Staff: Parents/Other: 1  Arrangements for Mixed Gender Supervision: 465 S. Guerrette (Nucle), Any Baulan (Flande)  Cost Per Student: 120  Description of any Fundraising: Cape Nordic  Do all members of the group/team have an opportunity to participate? If not, describe circumstances: 465  FOR OVERNIGHT TRIPS:  All parent/other chaperones have attended volunteer training: 465  Date/time of pre-trip chaperone meeting: 120 PM  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 Note:	Date(s) of Proposed Trip: 1)ec 29-31, 2015 Days: Days:
Transportation Arrangements: CE transportation   Department    # Students:   O	Trip Destination: Sugarlant Outdow Center Distance (one-way): 200 Miles
# Students: 10 # Chaperones: (Including Ldr) 2 School Staff: Parents/Other: 1  Arrangements for Mixed Gender Supervision: 46 S. Guerrette (Male), Any Backer (Female)  Cost Per Student: 8/20  Description of any Fundraising: Cape Nordlic  Do all members of the group/team have an opportunity to participate?  If not, describe circumstances: 46 S  FOR OVERNIGHT TRIPS:  All parent/other chaperones have attended volunteer training: 45 Date/time of pre-trip chaperone meeting: 10c 3, 2015, 6:30 PM  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 1112015  Superintendent: Date	Purpose/Benefit of Trip: training for up coming season
Arrangements for Mixed Gender Supervision:  VES, S. GUENEK (Mcle), Any Barlor (Femile)  Cost Per Student:  B/20  Description of any Fundraising:  Cape Nordic  Do all members of the group/team have an opportunity to participate?  If not, describe circumstances:  Ves  FOR OVERNIGHT TRIPS:  All parent/other chaperones have attended volunteer training:  Date/time of pre-trip chaperone meeting:  Dec 3, 2015, 6:30 PM  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:  Superintendent:  Date  Date  Date	Transportation Arrangements: CE transportation Department
Description of any Fundraising: Cape NOrchic  Do all members of the group/team have an opportunity to participate?  If not, describe circumstances: Yes  FOR OVERNIGHT TRIPS:  All parent/other chaperones have attended volunteer training: Yes  Date/time of pre-trip chaperone meeting: Dec 3, 2015/ 6:30 PM  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 Date Date	# Students: 1 # Chaperones: 2 School Staff: 1 Parents/Other: 1
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Do all members of the group/team have an opportunity to participate?  If not, describe circumstances:  (e)  FOR OVERNIGHT TRIPS:  All parent/other chaperones have attended volunteer training:  Date/time of pre-trip chaperone meeting:  Dec 3, 2015, 6:30 PM  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:  Superintendent:  Date  Date	Cost Per Student: 8/20
If not, describe circumstances: Yes  FOR OVERNIGHT TRIPS:  All parent/other chaperones have attended volunteer training: Yes  Date/time of pre-trip chaperone meeting: Dec 3, Dous G:30 PM  FOR OUT-OF-COUNTRY TRIPS: Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted).  APPROVAL OF TRAVEL:  Date  Date  Date	Description of any Fundraising: Cape Worlic
All parent/other chaperones have attended volunteer training:  Date/time of pre-trip chaperone meeting:  Dec. 3, 2015, 6:30 PM  FOR OUT-OF-COUNTRY TRIPS: Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted).  Approval of Travel:  Date  Date  Date	
Date/time of pre-trip chaperone meeting:    Dec 3, 2015   6:30 PM	FOR OVERNIGHT TRIPS:
Date/time of pre-trip chaperone meeting:    Dec 3, 2015   6:30 PM	All parent/other chaperones have attended volunteer training:
APPROVAL OF TRAVEL:  Principal or AD:  Superintendent:  Date  Date	
Principal or AD:  Date  Date	
Superintendent: Date	Approval of Travel:
Superintendent: Date	Principal or AD: Date 11112015

- 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.