

FIELD TRIPS AND OTHER STUDENT TRAVEL REQUEST FORM

Requesting teacher: _____ **Date:** _____

Field trips must be approved in advance by the Superintendent/Principal, any overnight or out-of-state curriculum-related trip must be approved by the School Committee. At least seventy-two (72) hours are needed to process a request.

Teachers must fill out and submit the information requested below for a field trip to be approved.

Date and destination for the field trip;

Objectives of the proposed trip and the anticipated learning outcome(s);

Specific learning activities to be experienced during the trip;

Mode and availability of transportation;

Arrangements for meals (if applicable);

Number and grade(s) of students;

Criteria for student participation;

**Chebeague Island School Department
School Committee Policy**

IJOA-E3

Maximum number of students who may participate (or minimum needed to go);

Total costs for all necessary expenses (if applicable);

Fundraising plans (if applicable);

Itinerary;

Arrangements for adult supervision/chaperons, with a minimum ratio of 1:5;

Safety and emergency plan;

Plans for communicating information to parents and obtaining parental permission;

Field trip approved: _____ Field trip not approved: _____

Field trip sent to School Committee for approval: _____

Superintendent's Signature: _____ Date: _____

Approved: 11/9/17

Chebeague Island School Department