

CATEGORY 2 - PRE APPROVAL APPLICATION - Extended and Overnight Field Trip
Due at least 45 days prior to departure

This form is to be submitted to the appropriate Assistant Superintendent/Executive Director of Education/CTE Director at least forty-five (45) days prior to an extended or overnight field trip for preapproval, as per Regulation 2320 and 2320P. **No fundraising, collection of fees, promotion, collecting or making deposits, or securing of permissions is to be done prior to preliminary approval.**

Specific details will be required when the final authorization request is submitted at least 10 school days in advance of the trip.

School	Date(s) of trip	# of school days affected
Class or group participating	Destination	Estimated # of students

Education objectives of the trip

Departure date: _____	Return date: _____
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Chaperones: # of adult chaperones— NOTE- Student chaperones attending elementary field trips require adult supervision):

Teachers _____ Parents _____ Other Staff _____

Note: Elementary Field Trips must include a nurse.

Staff member in charge: _____ Cell number: _____

Date by when chaperones will be briefed: _____

Insurance: Short term insurance must be purchased for **all** students. Expense for short term insurance is included below. Yes/No _____

Transportation: School/Charter Bus _____ Van _____ Train/Air _____ Parents** _____

**If parents are selected, an explanation is required: _____

Accommodations

Name of Hotel/Facility _____

Did you verify it is ADA approved? _____

Arrangements for meals: _____

Financial Plan - Column A must equal Column B - Total costs not individual

Expenses		Source of funds	
Registration		ASB	
Transportation		Donations	
Housing		District	
Meals		Fundraisers	\$ -
Insurance		Students	\$ -
Substitutes	\$ -	Other	
Other			
Total	\$ -	Total	\$ -

A detailed itinerary must be included in the application packet.

*** If rental vehicle is being used, details must be arranged through Purchasing.**

*** Any use of watercraft must be noted and approved; no swimming, hot tub or spa allowed on field trips unless a certified lifeguard is on duty.**

Staff completing application		Date	
Principal approval		Date	
Bookkeeper signature		Date	
Asst Super / Exec Director approval		Date	
CTE Director approval (if appropriate)		Date	
Risk Management approval		Date	