

EDUCATIONAL FIELD TRIP APPLICATION

Note: As a truly worthwhile field trip requires a great deal of planning, this form must be signed by the school principal at least **three weeks** prior to the field trip and submitted to superintendent's office at least **one week** prior to the next scheduled school committee meeting. The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Permission is hereby requested to conduct the following field trip:

Trip Coordinator _____

School _____

Class/Group _____

Place to be visited _____

Date of departure _____ Departure Time _____

Day/Date of return _____ Return Time _____

1) Specific Purpose(s) of the trip: _____

2) * Transportation plans (if required): _____

3) Pre-Trip Orientation and/or Activities to be conducted in preparation for the trip: _____

4) Trip Itinerary:

A sufficiently detailed trip itinerary must be attached to this application form which indicates a precise sequencing of events. Detailed information should include, but not be limited to the following (where applicable):

- ___ Confirmations of reservations for planned events.
- ___ Confirmations of reservations for lodging. (Must specify name, address and phone number of hotel/motel, and specific room numbers assigned to the group.)
- ___ Number and names of teacher chaperones
- ___ Number and names of other chaperones
- ___ CORI checks completed satisfactorily for chaperones
- ___ Detailed and sequential description of the duties, responsibilities and authority of chaperones which are specific to the trip, including a description of the method utilized to convey this information. (This is also to be clearly conveyed to all students prior to taking the trip)
- ___ Emergency number for parents to call
- ___ Nurse Coverage/Medication Plan in place
- ___ Kitchen Notification
- ___ SPED Notification
- ___ Specialists Notification
- ___ Communications Network Statement
- ___ Parent Permission Slip

5) If transportation is being provided in private vehicles, the following must be adhered to according to Policy EEAG (attached) of the Gill-Montague Regional School District Policy Manual. All necessary documentation needs to be attached to this field trip application:

- ___ A photocopy of the driver's coverage selections page to confirm bodily injury liability insurance coverage on the vehicle in the amounts of \$100,000/\$300,000 or more AND that the driver is listed as a principle or occasional operator of that vehicle.
- ___ A photocopy of the driver's operating license.
- ___ Confirmation by the trip coordinator that the volunteer driver has been through a CORI test without incident.
- ___ Confirmation by the trip coordinator that the vehicle is equipped with seat belts for each rider, including car seats or booster seats, if required by Motor Vehicle Law (MGL, Chapter 90, Section 7AA and MGL, Chapter 90, Section 13A).

6) Specific follow-up activities planned as appropriate to this trip:

7) Parent Permission Slip: A sample of the parent permission slip to be secured prior to taking the trip must be attached to this application form. (Note: Phone number of parent is to be included on permission slip.)

8) How will this trip be financed? _____
What provision is being made for students for whom the expense is a hardship? _____

9) Communications Network: A communications network must be in place prior to the trip which provides a means of communication between the trip coordinator and the parents of students taking the trip as unanticipated circumstances might dictate (i.e. delayed or early return).

Note well: The building administrator's approval of the trip application will serve as verification of this network being in place.

Approval: (Note well: Signatures below indicate your approval of the field trip as described on this form and addenda conditional upon the satisfactory completion of all the items as contained herein. It shall remain the responsibility of the Field Trip Coordinator (as identified on this application) to submit evidence of such satisfactory completion to the appropriate building administrator no later than TWO school days prior to departure on the trip.

School Nurse: _____ Date: _____

Principal: _____ Date: _____

Superintendent (or designee): _____ Date: _____

School Committee: _____ Date: _____

(Required for overnight/out-of-state trips)