

SUMMERVILLE UNION HIGH SCHOOL

Request for Approval of OVERNIGHT Field Trips

Name of Group: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Destination: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Security Provisions: A list of chaperones approved by the school principal must be on file at the site.

ALL STUDENTS MUST COMPLETE AN OVERNIGHT TRIP RULES AND REGULATIONS FORM WHICH WILL BE SIGNED BY THE STUDENT AND THE PARENT (S).

1. There will be an approximate \_\_\_\_\_ to \_\_\_\_\_ supervision ratio.
2. Students will always be accompanied by a chaperone when they are away from the hotel/conference site.
3. Chaperones will use bed checks to ensure that all students are in their rooms at specified times.
4. Itinerary with dates/times of travel and hotel names and phone numbers must be filled with Site Principal before departure.

Estimated Cost Factors Per Participant:

	COST	DESCRIPTION
Transportation:	\$ _____	_____
Lodging:	\$ _____	_____
Entrance Fee:	\$ _____	_____
Meals:	\$ _____	_____
Other (specify):	\$ _____	_____

TOTAL COST: \$ \_\_\_\_\_ x # of Participants \_\_\_\_\_ = GRAND TOTAL: \$ \_\_\_\_\_

Number of Female Students: \_\_\_\_\_ Number of Male Students: \_\_\_\_\_

Number of Female Chaperones: \_\_\_\_\_ Number of Male Chaperones: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Name(s) of \_\_\_\_\_

Chaperons(s): Certificated \_\_\_\_\_ Non-Certificated \_\_\_\_\_

I certify this trip complies with BP 6153 and AR 6153

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal

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Date of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Staff Cell Phone: \_\_\_\_\_

Chaperone #1 Cell Phone: \_\_\_\_\_

Chaperone #2 Cell Phone: \_\_\_\_\_

Chaperone #3 Cell Phone: \_\_\_\_\_

Chaperone #4 Cell Phone: \_\_\_\_\_

Chaperone #5 Cell Phone: \_\_\_\_\_

Chaperone #6 Cell Phone: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Hotel Phone Number: \_\_\_\_\_

Please attach a list of students that will be attending.

You must provide the attendance secretary with an updated list of students attending prior to departure.

Please attach a copy of the detailed itinerary.

*This form must be approved by the Board of Education prior to the trip.*