Berlin-Boylston Regional School District
EDUCATIONAL FIELD TRIP APPLICATION

Late night, overnight and out of state field trips:

- This form, with signatures on page 4, must be submitted to the Office of the Superintendent at least two weeks prior to the next scheduled School Committee meeting.
- The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Approval by the School Committee is required before engaging students in fundraising activities.

Local, day field trips:

- This form, with signatures on page 4, must be submitted to the Building Principal no less than 30 days prior to the field trip.
- Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

- Any planned trip off the school grounds is considered a field trip.
- This includes "walking trips."
- Students have increasingly complex medical and medication needs that may not be evident to staff or administrators. Therefore, school nurse participation in field-trip planning is critical for safety and success. A minimum of one month notice to the school nurse is required.

Permission is hereby requested to conduct the following field trip:

Field Trip Coordinator: Bill Whitehead
School: Tahanto
Class/Group: Proposed "World Explorers' Club"
Place to be Visited: Japan
Address:
Number of students expected to attend: ?
Number of Chaperones needed: 1:6 students
Number of Staff Chaperones: * At least 2-3
Number of Volunteer Chaperones: ?
Date of Departure: ~ April 17th 2026
Departure Time:
Day/Date of return: April 25/26 2026
Return Time:

1) **Specific Purpose(s) of the trip:** Please see attached club proposal/overview

2) **Transportation plans:**
Bus from Tahanto to Logan (vice versa upon return)
Size/type based on # of students attending

3) **Pre-Trip Orientation and/or Activities to be conducted in preparation for the trip:**
See attached proposal/information

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 descriptions of the duties, responsibilities and authority of the 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 **(minimum 1-month prior approval required)** Medication Plan in place
   - Kitchen Notification
   - Special Education Notification
   - Specialist Notification
   - Communication Network Statement
   - Parent permission slip
   - Name of students going on trip
   - If trip is going prior to 1st period of the day, then attendance must be given to the office

5) 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.)

6) If transportation is being provided in private vehicles, the following must be adhered to according to Policy EEAG (attached) of the Berlin-Boylston Regional

School District Manual Policy. 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 principal 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 seatbelts 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).
- In the case of an employee driving one(1) or more students in a private vehicle, the employee must own the vehicle, and the employee must file evidence with this form of personal liability insurance coverage on the vehicle in the amounts of $100,000/$300,000 or more.

7) Specific follow-up activities planned as appropriate to this trip:
Student presentation to community on a scheduled night in May

8) How is this trip being financed?
Students pay; personal fundraising & club fundraising to reduce overall costs

What provisions are being made for students for whom the expense is a hardship?
Regular fundraising opportunities over the course of 12-13 months

9) Communication 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.

10) Standards addressed for this trip: Please indicate how this trip aligns with the standards within your curriculum (Specifically address the standards).
See attached

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Approval: (Signatures below indicate your approval of the field trip as described on this form and addenda conditional upon the satisfactory completion of all 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.

Department Head

_____ Date: _____

Principal

_____ Date: _____

***Nurse**

_____ Date: _____

Superintendent (or designee)

_____ Date: _____

School Committee (Required for overnight/out of state trips)

_____ Date: _____

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NOTE: The following signature indicates that the Principal has received all required forms at least TWO days prior to the trip.

Principal: _____ Date: _____

School Committee Policies related to Field Trips

School Committee Policy on Student Travel

- All student trips which include late night travel after 9:00 p.m., overnight travel, or out-of-state travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
- Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.