



FIELD TRIP AUTHORIZATION FORM

Requests must be submitted to your campus Principal at least 8 weeks prior to the date of the proposed field trip. A copy of the Principal-approved request form must be submitted to the Central Administration Office for final Director of Program approval no less than 4 weeks prior to the field trip date. Teachers are encouraged to provide additional printed information relative to the field trip destination whenever available. Trips are always conditionally approved contingent upon a confirmed list of field trip drivers being provided to the Principal no later than 1 week prior to the trip date. The Director of Program may describe other contingencies as necessary.

Teacher Name: Bryan Baker

Date: 10/31/16

Grade(s): 7th & 8th

Classroom: Middle School

Campus: Elk Grove

Destination of Proposed Field Trip: Ashland, Oregon

Address: 1250 Siskiyou Blvd, Ashland, Oregon. 97520

Macy
(Contact Name)

541-552-6375
(Contact Phone #)

Cost per Student: \$250

Date(s) of Proposed Field Trip: 3/29/17 – 3/31/17

Departure from Campus Time: 6:30 am

Return to Campus Time: 6:00 pm

Date first payment needs to be made to vendor: To be determined

Date of Parent Chaperone Meeting: 3/16/17

The field trip is: walking class trip local/day trip x over night: 2 # nights out-of-state*

**Out-of-state field trips must be pre-approved by the Governing Board prior to booking. Please contact the Central Administration Office to learn more about the Governing Board meeting schedule.*

Title/Description of Field Trip: (Note that walking class trips may be requested as a “standing approval” for events such as regular park outings, monthly library trips, etc. If requesting a “standing approval”, please indicate all proposed dates of participation on one request form).

Shakespeare Festival in Ashland, Oregon. Students will stay on campus at Southern Oregon University, take acting workshops, and attend two different plays.

How will this field trip support the students’ learning and how does it tie into the curriculum?

Attending Shakespeare Festival at Southern Oregon University will introduce the students to classical Shakespearean plays, support content from Language Arts, and give them a taste of College Life which helps them in the planning on their academic future.

Projected # of students participating: 34 **Projected # of students not participating:** 2

Projected student participation rate: 94%

Comments about student participation rate: We are planning on almost every student attending this field trip.

What is the alternative on-campus placement plan for students who will not be attending this field trip and how has this been communicated to parents? (If a substitute teacher is required for alternative on-campus placement, this cost must be factored into the total field trip cost.)

Students who are not going on this trip will be placed in an Upper Elementary classroom.

Adults to Student Ratio:

Tk/K - 3rd: # of Adults _____ per # of Students _____ (guideline is 1 Adult per 4 Students)

4th - 6th: # of Adults _____ per # of Students _____ (guideline is 1 Adult per 5 Students)

7th - 8th: # of Adults 1 per # of Students 5 (guideline is 1 Adult per 7 Students)

Fundraising Plans to Offset Cost: Parent contributions, and the student-run business

How will transportation be provided? Parent chaperone drivers

Will the students engage in high-risk activities (i.e. ropes course, kayaking, etc.)? Check one Yes No

If Yes:

Please list activities

- _____
- Complete and Attach the Philadelphia Insurance Companies Special Event
- Questionnaire Attach a venue flyer and/or description of event
- Note: Parent/Guardian must sign a CMP Release of Liability in addition to the FT Permission Form.

Is venue requesting a Certificate of Insurance? Check one Yes No

If Yes:

- Include a copy of the contract outlining their insurance requirements.
- Note: You may need to request a copy of the venue's Certificate of Insurance as well and provide a copy to Central Admin.

Please fill out and attach the Field Trip Emergency Plan with this Authorization Form

Approval Process:

1. Principal's Pre-Approval Required for Field Trip: Check one Approved Denied

Kathleen Mery
Principal Signature

10/31/16
Date

2. Central Admin AA Review: Initials: Ro

Date: 11/1/16

3. Student Services Coordinator Review: Check one

Approved Denied

James Anthony
Student Services Coordinator Signature

11/1/16
Date

4. Director of Program Approval Required for Field Trip: Check one Approved Denied

Mickey Samkowski
Director of Program Signature

11/1/2016
Date

Contingent upon: _____

5. Board Approval Required for Out-of-State Field Trip: Check one Approved Denied

Governing Board Chairman Signature or Designee

Date