

APPENDIX D

**Richfield High School**

**Extended Field Trip**

**Verification Form**

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The field trip sponsor (teacher) and building principal must initial each statement of assurance and attach appropriate documents no less than one week prior to the departure date.

\_\_\_\_\_ **The Extended Field Trip Approval Form**

\_\_\_\_\_ **Dates of Parent/Student Information Meetings**

\_\_\_\_\_ Informational Meeting – Date(s) \_\_\_\_\_

\_\_\_\_\_ Final Meeting - Date \_\_\_\_\_

\_\_\_\_\_ **Complete Trip Itinerary**

\_\_\_\_\_ Travel Agency Contact Information

\_\_\_\_\_ Transportation Information (provider, departure/arrival information, flight numbers, telephone numbers, etc.)

\_\_\_\_\_ Name and Telephone Numbers for all Accommodations (hotels, motels, host families, etc.)

\_\_\_\_\_ **Emergency Contact Information for all Trip Participants.**

\_\_\_\_\_ **Rules of Conduct Form Signed by Student and Parent**

\_\_\_\_\_ **Rules of Conduct Form Signed by Chaperone**

\_\_\_\_\_ **Any Other Information Communicated to Parents and Students in writing**

**Final Information verified by building principal and teacher/sponsor.**

\_\_\_\_\_  
**Principal Signature and Date**

\_\_\_\_\_  
**Teacher Signature and Date**