

## CHELSEA SCHOOL DISTRICT FIELD TRIP REQUEST FORM

The Chelsea Board of Education, through its policies, has established rules regarding field trips:

- A. Trips under seventy-five (75) miles away from the school must be approved by the principal responsible for the teacher/program requesting the trip.
- B. Trips greater than seventy-five (75) miles away from the school, all overnight trips, trips including a Sunday, and all out-of-State trips, must be approved by the principal and Superintendent.
- C. All trips outside the United States and trips that require students to miss five (5) or more days of classroom instruction must be approved by the Board. Requests are made to the supervising principal. The Superintendent shall provide a recommendation to the Board.

Trips requiring Board approval are to be submitted at least 30 days before the scheduled trip, and allow the Board two regularly scheduled meetings for consideration; and prior to confirming with students and parents that the trip will occur.

<b>Teacher/Sponsor Name:</b>		<b>Group Name:</b>	
<b>Destination:</b>		<b>Mileage One-Way (required):</b>	
<b>Date(s) of Field Trip:</b>			
<b>Departure time:</b>		<b>Return time:</b>	
<b>Instructional objective and purpose of the trip:</b>			
<b>Cost of the trip:</b>			
<b>How will students be transported?</b>			
<b>Number of students attending:</b>			
<b>Names of Chaperones (a 1:8 ratio is required):</b>			
<b>Will substitute teacher(s) be required?</b> <input type="checkbox"/> yes <span style="margin-left: 300px;"><input type="checkbox"/> no</span> <b>If yes, how many?</b>			
<b>Are there scholarship opportunities available?</b> <input type="checkbox"/> yes <span style="margin-left: 300px;"><input type="checkbox"/> no</span> <b>If yes, explain.</b>			
<b>Does the trip involve a Sunday?</b> <input type="checkbox"/> yes <b>If yes, what provisions have been made for students who wish to attend religious services?</b>			
<b>Principal Approval (under 75 miles)</b> <input type="checkbox"/> yes <input type="checkbox"/> no  <hr/> <b>signature</b> <b>Date</b> _____	<b>Superintendent Approval (over 75 miles, within US)</b> <input type="checkbox"/> yes <input type="checkbox"/> no  <hr/> <b>signature</b> <b>Date</b> _____	<b>Board Approval (out of country and over 5 days out of school)</b> <input type="checkbox"/> yes <input type="checkbox"/> no  <hr/> <b>signature</b> <b>Date</b> _____	