



## Request for Overnight Student Field Trip

The Ringgold School District reserves the right to cancel a trip at any time. In addition, the School District is not responsible for any financial losses if a trip is cancelled.

The total cost to the student to participate in this field trip is \$ \_\_\_\_\_. (This cost is subject to change.) The Ringgold School District is not responsible for this amount or any payments toward this trip, and failure of the student to pay such costs may result in the student being prohibited from participation in the field trip.

Travel insurance is available and an option for this field trip. If a parent/guardian chooses not to purchase travel insurance and the field trip is cancelled for any reason, the Ringgold School District shall not be responsible for reimbursing any costs or expenses incurred by the parent/guardian or student which may have been paid at any time prior to the cancellation of this field trip. Any such reimbursement shall be the sole and exclusive responsibility of the company issuing the travel insurance.

Travel insurance is not available as an option for this field trip.

**Overnight Field Trip** – A minimum of 4 months prior approval from the Building Principal, Superintendent and School Board is required.

**Procedures:**

- Teacher In-Charge completes Overnight Field Trip Request form, attaches itinerary, any applicable contract/agreement, and submits to the Building Principal for signature.
- Building Principal sends the approved Overnight Field Trip Request form to Superintendent’s office for approval.
- Superintendent’s office will return approved/denied Overnight Field Trip Request form to Building Principal.
- Building Principal will contact Teacher In-Charge of approval, or denial if applicable. The approved trip will then be announced to students, and permission forms will be sent to parents.
- A mandatory meeting with the parents is arranged and takes place.
- Permission forms are given to Building Principal prior to trip, and emergency/health forms are taken with the Teacher In-Charge on trip.

School/Class or Group \_\_\_\_\_ Date of Application \_\_\_\_\_

Destination \_\_\_\_\_

Departure Date/Time (range) \_\_\_\_\_ Return Date/Time (range)  
Flight # (if applicable) \_\_\_\_\_ Flight # (if applicable) \_\_\_\_\_

Objective of Trip \_\_\_\_\_

Teacher In-Charge \_\_\_\_\_ Teacher’s Cell Phone \_\_\_\_\_

Approximate Price Range per Student \_\_\_\_\_ Approximate Number of Students \_\_\_\_\_

Ratio of Chaperone to Students \_\_\_\_\_

Tour Company \_\_\_\_\_ Tour Company Phone Number \_\_\_\_\_

Will Ringgold Bus Transportation be needed?     YES     NO

Departure Time from School \_\_\_\_\_ Departure Time for Return Trip \_\_\_\_\_

Approved     Rejected

\_\_\_\_\_  
Signature of Building Principal

Approved     Rejected

\_\_\_\_\_  
Signature of Athletic Director (if applicable)

Approved     Rejected

\_\_\_\_\_  
Signature of Superintendent

The following should accompany this request when appropriate:

- Emergency and Inclement Weather Plans
- Travel Insurance Information

Please provide the following information (may also attach the itinerary):

**Meal Arrangements:**

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**Route:**

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**Names (and cell phone numbers) of all staff members going on trip:**

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**Names (and cell phone numbers) of chaperones going on trip:\*\***

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**Fundraising Opportunities (please list):**

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Provide the following information to the Building Principal:

- Information given to all chaperones with details of trip and itinerary
- Emergency Plans / Inclement Weather Plans

Final Approval:

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Building Principal's Signature

Date

**Collect and attach permission slips and return this form to the Building Principal before departure.**

***\*\*Be sure to submit an updated chaperone list when finalized\*\****