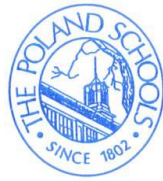


FORM TO REQUEST BOARD OF EDUCATION APPROVAL FOR OVERNIGHT SCHOOL FIELD TRIPS



To: Superintendent/Board of Education **Board Approval Date:** \_\_\_\_\_

From: \_\_\_\_\_, Principals signature  
\_\_\_\_\_, Teacher's, coaches, or extra-  
Curricular supervisor's signature

Re: **Field Trip for** \_\_\_\_\_  
(list sport, subject, or activity)

**DATES:** Departing date/time/location \_\_\_\_\_  
Returning date/time/location \_\_\_\_\_

**Participation:**

- School rules apply \_\_\_\_\_yes
- Pupils/parents informed that school rules apply. \_\_\_\_\_yes
- Permission slips required for all students participating. \_\_\_\_\_yes
- Emergency medical forms to accompany all pupils. \_\_\_\_\_yes
- List names of all chaperones on reverse side. \_\_\_\_\_yes

**Chaperones:**

- BCI check for all chaperones \_\_\_\_\_yes
- List names of all chaperones on reverse side. \_\_\_\_\_yes

**Hotel Accommodations:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

**Transportation Carrier:** \_\_\_\_\_

- Proof of insurance attached \_\_\_\_\_yes

**Meals:** \_\_\_\_\_yes

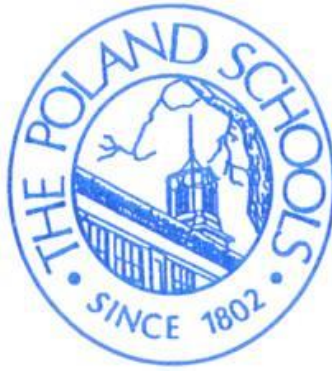
**Funding for trip:**

- Cost per participant: \_\_\_\_\_
- How funded: \_\_\_\_\_

**List dates of any school to be missed:** \_\_\_\_\_

**Itinerary attached:** \_\_\_\_\_yes

**Form ORC 117.01 attached as required by law.** \_\_\_\_\_yes



POLAND, OHIO

44514-2078

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**ORC 117.01 (A) AND (C)**

I as an employee of the Poland Local School District have made arrangements for the students to take an out of state or overnight trip on \_\_\_\_\_ to attend \_\_\_\_\_.

I acknowledge the following: (Please check one of the followings.)

I have received no compensation, gift(s), or item of value from the travel vendor, tour operator and/or bus companies with whom I have contracted to make arrangements for this trip.

I have received the following compensation, gift(s), or item of value from the travel vendor, tour operator and/or bus companies with whom I have contracted to make arrangements for this trip: (Please list compensation-gift(s) or items of value.)

I have remitted the compensation, gift(s) and/or items of value to the Poland Local School District Treasurer on \_\_\_\_\_.

\_\_\_\_\_  
Coordinator of Out of State or Overnight Field Trip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date