UCPS International Field Trip Planning Request

School: _____

Teacher(s)/Trip Sponsor(s): _____

International Destination(s): _____

Dates of Travel: Departure Date: _____ **Return Date:** _____

Student Group/Class Traveling: _____

Total Estimated Cost to Students: _____

Number of UCPS Students Traveling: _____

Name of Travel/Booking Agency: _____

By signing below, I acknowledge that:

- I understand that this is a request for approval to begin the process of collecting all necessary paperwork for an International Field Trip and that I must submit all required paperwork to the Chief of School Performance **at least 90 days prior to the date of departure for final approval.**
- I have reviewed UCBOE Policy and Administrative Guidelines regarding field trips and administration of medicines. I have also reviewed the International Field Trip Guidelines. I understand that failure to follow any of the procedures outlined in Board Policy, Administrative Guidelines, and International Field Trip Guidelines may result in cancellation of the trip and the inability to plan future trips.
- I have attached a copy of the draft itinerary along with information on lodging.
- I understand that if I am unable to provide all necessary paperwork no later than 30 days prior to the trip, the trip may be cancelled.
- I understand that the only non-UCPS employee adults who may attend the trip are chaperones. No non-chaperones may participate.
- I understand that all chaperones must be over the age of 21 years. No other adults may attend a field trip and/or participate in the activities of the trip. Designated chaperones must complete the Chaperone Application for International Travel and they must be on the current UCPS approved volunteer list.

Teacher(s)/Trip Sponsor(s): _____ **Date**: _____

Principal: _____ **Date:** _____

Approval to begin planning:

Chief of School Performance: _____ Date: _____

Superintendent: _____ Date: _____

Final Review and Approval:

Legal Counsel: _____ Date: _____