FIELD TRIP AUTHORIZATION FORM

Requests must be submitted to your campus Principal at least 8 weeks prior to the date of the proposed field trip. A copy of the Principal-approved request form must be submitted to the Central Administration Office for final Director of Program approval no less than 4 weeks prior to the field trip date. Teachers are encouraged to provide additional printed information relative to the field trip destination whenever available. Trips are always conditionally approved contingent upon a confirmed list of field trip drivers being provided to the Principal no later than 1 week prior to the trip date. The Director of Program may describe other contingencies as necessary.

Teacher Name: Ms. J. KAKILALA / Mr. T. TOMLIN

Date: 8/29/16

Grade(s): 7th & 8th

Classroom: Saber-Toothed Cat Class (Middle School)

Campus: CAPITOL

Destination of Proposed Field Trip: Ashland, OR (Southern Oregon University & OSF)

Address: See separate sheet for SOU & OSF contacts.

Cost per Student: $300

Date(s) of Proposed Field Trip: April 26 - 28, 2017

Departure from Campus Time: 4/26/17; 7 AM

Return to Campus Time: 4/28/17; 6 PM

Date first payment needs to be made to vendor: Deposit for play tickets (soonest we can)

Date of Parent Chaperone Meeting: Thursday, March 30, 2017

The field trip is: □ walking class trip □ local/day trip □ overnight: 2 □ nights □ out-of-state*

*Out-of-state field trips must be pre-approved by the Governing Board prior to booking. Please contact the Central Administration Office to learn more about the Governing Board meeting schedule.

Title/Description of Field Trip: (Note that walking class trips may be requested as a "standing approval" for events such as regular park outings, monthly library trips, etc. If requesting a "standing approval", please indicate all proposed dates of participation on one request form).

Literary-Cultural Immersion Trip to Ashland, OR; April 26 - 28, 2017

How will this field trip support the students' learning and how does it tie into the curriculum?

Literary exposure; cultural & curricular enrichment; practical life experience

Projected # of students participating: 45

Projected # of students not participating: 0

Projected student participation rate: 100%

Comments about student participation rate: participation contingent on student's behavior prior to trip

1. Field Trip Authorization Form
Revised: 8.3.13 ck
What is the alternative on-campus placement plan for students who will not be attending this field trip and how has this been communicated to parents? (If a substitute teacher is required for alternative on-campus placement, this cost must be factored into the total field trip cost.)

Placement in lower elementary or Kinder classroom with pre-assigned work & with the option to include supervised community service in the class or on campus.

Adults to Student Ratio:
- Tk/K - 3rd: # of Adults ___ per # of Students ___ (guideline is 1 Adult per 4 Students)
- 4th - 6th: # of Adults ___ per # of Students ___ (guideline is 1 Adult per 5 Students)
- 7th - 8th: # of Adults ___ per # of Students ___ (guideline is 1 Adult per 7 Students)

Fundraising Plans to Offset Cost: Student-Run business, Recycling, Kids Night Out, Music / Arts Show

How will transportation be provided? Private (Parents' Cars)

Will the students engage in high-risk activities (i.e. ropes course, kayaking, etc.)? Check one: ☐ Yes ☐ No

If Yes:
- Please list activities ____________________________
- Complete and Attach the Philadelphia Insurance Companies Special Event Questionnaire
- Attach a venue flyer and/or description of event
- Note: Parent/Guardian must sign a CMP Release of Liability in addition to the FT Permission Form.

Is venue requesting a Certificate of Insurance? Check one: ☐ Yes ☐ No

If Yes:
- Include a copy of the contract outlining their insurance requirements.
- Note: You may need to request a copy of the venue's Certificate of Insurance as well and provide a copy to Central Admin.

Please fill out and attach the Field Trip Emergency Plan with this Authorization Form

Approval Process:
1. Principal's Pre-Approval Required for Field Trip: Check one: ☑ Approved ☐ Denied
   [Signature]
   [Date: 8/31/16]

2. Central Admin AA Review: Initials: ____________________________ Date: ____________________________

3. Student Services Coordinator Review: Check one: ☑ Approved ☐ Denied
   [Signature]
   [Date: 8/31/16]

4. Director of Program Approval Required for Field Trip: Check one: ☐ Approved ☐ Denied
   [Signature]
   [Date: 8/31/2016]

Contingent upon: [COT form] 504

5. Board Approval Required for Out-of-State Field Trip: Check one: ☐ Approved ☐ Denied

Governing Board Chairman Signature or Designee

Date

1. Field Trip Authorization Form
Revised: 8.5.13 ck