



## FIELD TRIP AUTHORIZATION FORM

*Requests must be submitted to your campus Principal at least 6 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 Executive Director 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 not later than 1 week prior to the trip date. The Executive Director may describe other contingencies as necessary.*

Teacher Name: Bryan Baker Date: 12-3-12 Grade(s): 7th/8th  
Classroom: Jade Campus: Elk Grove

Destination of Proposed Field Trip: Shakespeare Festival/Southern Oregon University in Ashland, Oregon  
Sue Hart (Including Address)  
(Contact Name) 541-552-6375 (Contact Phone #)

Cost per Pupil: \$200.00 Date(s) of Proposed Field Trip: 2/27/13 - 3/1/13

Departure from Campus Time: 8:00 a.m. Return to Campus Time: 6:00 p.m.

The field trip is: ☐ walking class trip ☐ local/day trip ☒ over night: 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.)

Student will stay overnight in the dorms, eat at the university's cafeteria, and participate in a personalized tour. Students will attend two plays and take four different acting classes. Lastly, the students will have an opportunity to meet the actors behind the scenes.

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

This field trip supports the Reading Standards for Literature - student's integration of knowledge and ideas, how the delivery of speech affects the impact of words, the extent to which a live production stays faithful to or departs from the text, and evaluating the choices made by the director or actors.

Projected # of students participating: 31 Projected # of students not participating: 2

Projected student participation rate: 90 %

Comments about student participation rate: We anticipate a majority of the students participating on this field trip.

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.)

Students who do not participate on this field trip will be placed in an upper elementary classroom where they will work on a pre-designated project.

Adult to Student Ratio: # of Adults 1 per # of Students 6

*Guidelines for Adult to Student Ratios are as follows:*

Grades	# of Adults	per	# of Students
K-3	1		4
4-6	1		5
7-8	1		7

Fundraising Plans to Offset Cost: Recycling project; student-run business

How will Scholarships be provided? Fundraising - by parent petition to the office

How will Transportation be provided? Parent drivers

Will the students engage in high-risk activities (i.e. ropes course, kayaking, etc)? Check one: ☐ Yes ☒ No  
➤ If yes, parent/guardian must sign a CMP Release of Liability in addition to the 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.  
➤ If yes, request a copy of the venue's Certificate of Insurance as well.

Principal's Pre-Approval Required for Field Trip: Check one: ☒ Approved ☐ Denied

Kathleen Macy  
Principal Signature

12/4/12  
Date

Executive Director's Approval Required for Field Trip: Check one: ☒ Approved ☐ Denied

Gary S. Bowman  
Executive Director Signature

12/5/12  
Date

Contingent upon: \_\_\_\_\_

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

\_\_\_\_\_  
Governing Board Chairman Signature or Designee

\_\_\_\_\_  
Date