



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: Robert Thomas Date: 9/9/2013 Grade(s): 7&8

Classroom: Sequoia Campus: Shingle Springs

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

Address: 1250 Siskiyou Boulevard, Ashland, Oregon 97520

Addie Eastman 866-545-6337
(Contact Name) (Contact Phone #)

✓ Cost per Student: \$ 140.00 Date(s) of Proposed Field Trip: April 1, 2, 3, 2014

Departure from Campus Time: 8:00AM Return to Campus Time: 10:00PM

Date first payment needs to be made to vendor: Deposit paid in August 2013 (\$1,200)

Date of Parent Chaperone Meeting: 3/3/2014 ✓

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).

Students will attend three plays, at least two workshops, and two play prologues.

The group will stay at the Southern Oregon University dorm-style housing.

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

Students will study performing arts, specifically Shakespeare. Students will produce two plays
after returning from the trip.

✓ Projected # of students participating: 57 Projected # of students not participating: 0

✓ Projected student participation rate: 100 %

✓ Comments about student participation rate: We plan to have 100% of the students participating.

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.)

✓ If a student is unable to participate, they will have classwork provided to them designed around

Shakespeare studies, play script analysis and other performing arts studies.

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 1 per # of Students 4 (guideline is 1 Adult per 7 Students) ✓

✓ **Fundraising Plans to Offset Cost:** Parent sponsored activities. Student-run businesses.

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:

- 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

Kim Sawilski
Principal Signature

9/23/13
Date

2. **Central Admin AA Review:** Initials: CJA

Date: 9/24/13

3. **Student Services Coordinator Review:** Check one:

☒ Approved ☐ Denied

James Anthony
Student Services Coordinator Signature

9/25/13
Date

4. **Director of Program Approval Required for Field Trip:** Check one: ☒ Approved ☐ Denied

Tracy Hambrick
Director of Program Signature

9/25/13
Date

Contingent upon: _____

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

Governing Board Chairman Signature or Designee

Date