



## 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.

(Contact Name: See Attached Contact List Sheet)

(Contact Phone #)

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 ☐ 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).

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

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 - 3<sup>rd</sup>: # of Adults \_\_\_\_\_ per # of Students \_\_\_\_\_ (guideline is 1 Adult per 4 Students)

4<sup>th</sup> - 6<sup>th</sup>: # of Adults \_\_\_\_\_ per # of Students \_\_\_\_\_ (guideline is 1 Adult per 5 Students)

7<sup>th</sup> - 8<sup>th</sup>: # of Adults 1 per # of Students 7 (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

Bernie Evangelista  
Principal Signature

8/31/16  
Date

2. **Central Admin AA Review:** Initials: \_\_\_\_\_ Date: \_\_\_\_\_

3. **Student Services Coordinator Review:** Check one: ☒ Approved ☐ Denied

James Harty  
Student Services Coordinator Signature

8/31/16  
Date

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

Michay Samhorski  
Director of Program Signature

8/31/2016  
Date

**Contingent upon:** COI from SOU

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

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

\_\_\_\_\_  
Date