



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: Lindsay Varner
Classroom: Middle School

Date: 10/3/13

Grade(s): 7/8

Campus: American River

Destination of Proposed Field Trip: Ashland, Oregon

Address: Southern Oregon University, 1250 Siskiyou Blvd, Ashland, Oregon 97520

Contact Name: Peter Eggleston

Contact Phone #: (541) 552- 6375

✓ **Cost per Student:** \$250.00

Date(s) of Proposed Field Trip: 3/10/14- 3/12/14 & 3/12/14- 3/14/14

Departure from Campus Time: 8:30 a.m. **Return to Campus Time:** 6:00 p.m.

Date first payment needs to be made to vendor: February 1st, 2014 (SOU payment)

✓ **Date of Parent Chaperone Meeting:** February 27, 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 be staying on campus at Southern Oregon University and attending the Ashland Shakespeare Festival, where they will be attending 2-3 plays. Students will also participate in theater workshops offered by SOU and The Oregon Shakespeare Theater Company.

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

Students will get the experience of life on a college campus (sleeping in dorms, eating at the college cafeteria, tour the campus). Students will also be studying the works of William Shakespeare in Language Arts, which will include learning about the Elizabethan Era, the Shakespearean sonnet, and various literary terms that pertain to the themes and structure of William Shakespeare's plays.

✓ **Projected # of students participating:** 62

✓ **Projected # of students not participating:** 3-4 (We hope that all will attend)

✓ **Projected student participation rate:** 93 %

✓ **Comments about student participation rate:** We have a few parents that do not let their students go on overnight field trips due to student anxiety.

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 will be with a substitute where they will be given an alternate project. The project will be to create a play bill.*

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 2 per # of Students 5 (guideline is 1 Adult per 7 Students)

✓ **Fundraising Plans to Offset Cost:** Jamba Juice, Pinkberry, Chipotle, Harvest Festival Chili Cook- Off and Silent Auction, Hot dog picnic

✓ **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

[Signature]
Principal Signature

10/8/13
Date

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

Date: 10/9/13

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

☒ Approved ☐ Denied

[Signature]
Student Services Coordinator Signature

10/9/13
Date

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

[Signature]
Director of Program Signature

10/9/13
Date

Contingent upon: _____

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

Governing Board Chairman Signature or Designee

Date