



## 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: R. Stanley / G. Kakilala Date: 10/01/12 Grade(s): 7th & 8th  
Classroom: Saber-toothed Cat Class Campus: Capitol

Destination of Proposed Field Trip: OSF : 15 S. Pioneer St, Ashland, OR 97520

OSF Grp Sales : Addie Eastman (Including Address) (541) 488.5406

(Contact Name)

(Contact Phone #)

Cost per Pupil: \$300

Date(s) of Proposed Field Trip: MAY 15-17, 2013  
April 17-19, 2013

Departure from Campus Time: 6:00 AM

Return to Campus Time: ETA 6:30 PM

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.)

Historical -Literary Trip to attend Oregon Shakespeare Festival

Accommodations at the Southern Oregon University (% Sue Hart (541) 552.6375)

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

Social World Curriculum: Renaissance Studies

Language/Literature: Study on Shakespeare ( Poetry & Plays)

Projected # of students participating: 24 Projected # of students not participating: 0

Projected student participation rate: 100 %

Comments about student participation rate: contingent upon behavior & academic work

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.)

Student will be working on tasks in an assigned classroom. Parents will be informed of arrangement through phone, email / in writing & in person.

Adult to Student Ratio: # of Adults 1 per # of Students 6 - 7

*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 & student-run business

How will Scholarships be provided? Class Fundraising & Parent Donations

How will Transportation be provided? Private cars ( volunteer parents/chaperones driving)

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

Bernie Evangelista  
Principal Signature

10/11/12  
Date

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

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

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

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

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

\_\_\_\_\_  
Date