

**WESTERVILLE CITY SCHOOLS
REQUEST FOR APPROVAL FOR OUT-OF-STATE/OVERNIGHT FIELD TRIP**

Date _____

Part I (After completion, please print and submit signed copy to Department of Academic Affairs/ELC)

Applicant(s) Name: _____ Phone: _____

Address: _____
Street City State Zip

Name of Proposed Trip: _____ Date(s) of Proposed Trip: _____

Curriculum Area Supported: _____

Brief Description of Trip: _____

Mode of Transportation: _____ No. of Students: _____ No. of Adult Supervisors: _____

Building(s)/Grade(s) Involved: _____

Applicant's Signature

Principal's Signature

Part II

***THIS FORM MUST HAVE ATTACHMENTS OUTLINING THE FOLLOWING INFORMATION:**

- A. Daily itinerary of the trip.
- B. Brief description of major modes and companies providing transportation.
- C. Statement of anticipated expenses and costs to be incurred by students.
- D. Statement of any remuneration or benefits to be received by applicant or any other supervisor.
- E. Statement of risks that are unique to the trip and are the focus of special consideration during orientation/instructional presentations.
- F. Complete list of volunteers/chaperones including volunteer level.

Part III

The Superintendent's Designee _____ APPROVED, _____ DID NOT APPROVE the above field trip on _____

for _____ to travel to _____

Signature _____ Date _____

APPROVAL OF FIELD TRIP IS BASED UPON THE FOLLOWING CONDITIONS:

- 1A) No request for financial support from the general fund of the trip nor substitute teachers will be submitted
- 1B) or financial support from the Board is as follows:
- 2) *The trip will be completed in accordance with the description provided;
- 3) Students participating in the field trip as described above _____WILL, _____WILL NOT miss school;
- 4) The consent form (FORM IICAA-R.2 FT 1, CONSENT, RELEASE AND ASSUMPTION OF RISK FOR OUT-OF-STATE OR OVERNIGHT FIELD TRIPS) will be appropriately completed for all students participating;
- 5) The principal or his/her designee will review and approve all arrangements planned for the trip to ensure that adequate supervision of students will be provided, that appropriate transportation has been arranged and described for the students' parents, that an appropriate trip itinerary has been prepared and distributed to parents and that parents and students have been informed of any special precautions or risks associated with the trip;
- 6) During participation in the field trip described above, the student conduct code is applicable to the students throughout the activity. It is appropriate for the principal or his/her designee to remind the teachers/coaches and students of its applicability and any special arrangements that may be applicable, if a major discipline problem emerges.