

**KITTERY SCHOOL DEPARTMENT REQUEST FOR OVERNIGHT FIELD TRIPS**

Request for overnight field trips first must be submitted to the building principal, then to the Superintendent. Requests must receive Concept Approval by the School Committee before the expenditure of funds and at least one month prior to the trip. At least two weeks prior to the trip, the request must receive Final Approval by the School Committee. (Policy IJOA provides for exceptional circumstance.)

1. Name of Group, Team or Organization: \_\_\_\_\_

2. Date Submitted to Principal: \_\_\_\_\_

3. Destination: \_\_\_\_\_

4. Date(s) of Trip: \_\_\_\_\_

5. Purpose: \_\_\_\_\_

6. Method of Transportation: \_\_\_\_\_

7. Travel Agency: \_\_\_\_\_

Address: \_\_\_\_\_

8. Cost Per Person:	\$ _____	Transportation
	\$ _____	Lodging
	\$ _____	Meals (if not included in lodging)
	\$ _____	Insurance
	\$ _____	Other Expenditures (itemize)
		_____

9. Total Cost for Group: \$ \_\_\_\_\_

10. Cost to Kittery School Department: \$ \_\_\_\_\_

Approved      Not Approved

11. Principal's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



12. Superintendent's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



13. School Committee:  
Date of Concept Approval: \_\_\_\_\_







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NUMBER OF STUDENTS PARTICIPATING IN THE TRIP: \_\_\_\_\_

AGENCY OR PERSON RESPONSIBLE FOR COLLECTION OF MONEY FOR THE TRIP:

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Is this agency or person bonded? \_\_\_\_\_

PLANS FOR ADVERTISING THE TRIP: \_\_\_\_\_

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PLEASE INCLUDE WITH THIS APPLICATION ALL BROCHURES, ITINERARY, AND INFORMATION RELATING TO THE TRIP. ATTACH ALL MATERIAL TO THIS APPLICATION.

FINANCIAL BENEFITS TO CHAPERONES (if any): \_\_\_\_\_

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DATE OF MEETING WITH PARENTS OF THE STUDENTS WHO ARE GOING ON THE TRIP: \_\_\_\_\_

Place and Time: \_\_\_\_\_

HAVE PARENTAL PERMISSION FORMS BEEN SENT OUT? \_\_\_\_\_

DATE PARENTAL PERMISSION FORMS WERE SENT? \_\_\_\_\_

WHAT PLANS HAVE BEEN MADE FOR ACCIDENTS WHICH MIGHT OCCUR ON THE TRIP? (Hospital, Local Doctor, etc.)

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WHAT ACCIDENT/LIABILITY PLAN WILL BE IN EFFECT FOR PARTICIPANTS ON THE TRIP? \_\_\_\_\_

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