

## OFF-CAMPUS ACTIVITIES REQUEST FOR LOCAL TRIPS

SCHOOL NAME: \_\_\_\_\_ # OF STUDENTS: \_\_\_\_\_

TEACHER: \_\_\_\_\_

CHAPERONES: \_\_\_\_\_ GRADES: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATES: \_\_\_\_\_

OBJECTIVE: \_\_\_\_\_

TRANSPORTATION: \_\_\_\_\_

<b>PURPOSE:</b>	Off-campus activities on a school day must be in conjunction with your class work. There must be a purpose, proper preparation, and follow-up work for each activity.
<b>OFFICE CLEARANCE:</b>	Before parents or students are notified of any off-campus activity, it must first be cleared with the principal and voted by the local school board.
<b>CAR:</b>	Driver(s) must carry minimum insurance limits of \$100,000/\$300,000 PL/PD, and medical coverage on passengers.
<b>CONSENT TO TREATMENT:</b>	A <b>copy</b> of each child's "Consent to Treatment" form <i>must</i> be taken on each off-campus activity. This is extremely important in the event of an injury!
<b>PARENT NOTIFICATION:</b>	All parents must be notified two (2) weeks in advance for daytime field trips and four (4) weeks in advance for an overnight field trip, i.e., 8th Grade Class Trip.
<b>PERMISSION SLIPS:</b>	Permission slips must be signed by parents or guardians and returned to the principal the day before any trip may be taken. No telephone permission may be accepted from parents. A copy of the permission slip must be filed in the cum folder and the original taken on the trip along with Consent to Treat forms.

Yes     No    Each driver meets the Volunteer Driver requirements, including insurance limits, and has completed the Volunteer Driver Questionnaire (AD-07a) for this school year, which is on file at the school.

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

Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Board Approval:                      Date \_\_\_\_\_                      Action # \_\_\_\_\_