

Extended Field Trip/Mission Trip Application

School Year 20__ - 20__

(Submit at least 60 days before scheduled departure or 6 months for out-of-country tours).

Date of Trip _____

1-Date submitted: _____ School: _____ Grade (s) _____

2-Person submitting request: _____ Person planning trip: _____

3-Destination: _____ Purpose for trip: _____

4-Goals to be achieved: _____

5-Have you arranged adequate accident insurance for students? Yes No

6-If this is an out-of-state trip, have you verified insurance coverage? Yes No

Attach a copy of the student accident insurance policy if the trip is outside Potomac Conference territory.

7-Have you confirmed that chaperons have accident/health insurance? Yes No

8-Have you made arrangements so all students are able to go if they wish? Yes No

9-How are you traveling? private cars commercial bus school bus airlines
 other: _____

10-Does the vehicle insurance meet minimum state required limits? Yes No

11-Have you attached a detailed plan of your itinerary and activities to this form? Yes No

12-Has your school board approved this trip? Yes No If yes, on what date? _____

13-Has your school board chairman signed this form? Yes No

14-What is your student/chaperon ratio? _____ : 1

15-Have you prepared a job description for chaperons to assist them in carrying out their tasks? Yes No

16. Will a fully supplied and up-to-date first aid kit be available throughout this field trip? Yes No

17-How can we contact you if we need to do so?

Phone: _____ Contact Person: _____

Address: _____

Principal

Board Chair

Superintendent of Schools

Date

Send this application to:
Potomac Conference of SDA

Out of Country trips need to be approved by
the Board of Education and the Columbia Union.

Eighth Grade and Senior Class Trips will be limited to using 2 school days. The number of off-campus days allowed for group activities (like choir, band, gymnastics) requiring overnight lodging will not exceed 3 school days during a school year.

Briefly outline below the schedule you plan to follow on the trip. Give places, events, housing, and transportation information.

Additional Information:

First Day's Schedule of Events

Date

Second Day's Schedule of Events

Date

Third Day's Schedule of Events

Date

Fourth Day's Schedule of Events

Date

Fifth Day's Schedule of Events

Date