

INTERNATIONAL TRAVEL:

School Committee approval must be obtained by June of the previous school year.

U.S. TRAVEL:

School Committee approval must be obtained two (2) months prior to departure.

Field Trip to:

Reason for trip:

Dates of trip:

Name of person in charge:

Cell Phone Number:

Number of Chaperones:

Males:

Females:

Ratio of Chaperones to Students:

Number of Students Travelling

Males:

Females:

Chaperone Names

Chaperone Cell Phone Numbers

CORI Date

Departure Time:

Departure Location:

Means of Transportation:

Transportation Company Name:

Transportation Company Address:

Transportation Company Phone Number:

Transportation Company Contact Person:

Hotel Name:

Hotel Address:

Hotel Phone Number:

Number of Rooms Reserved:

Event Location:

Event Address:

Event Phone Number:

Return Time:

Return Location:

Means of Transportation:

Number of Students travelling:

Males:

Females:

Cost:

Fundraising Means:

Cost to students:

All medical forms collected:

All permission slips received:

All CORIs for chaperones received:

All parent contact information received:

Signed Trip Rules:

Contingency for violation of trip rules:

Approvals:

Principal

Superintendent of Schools

School Committee Chairperson