

Sent to Central 9/3/14  
(Scanned from Lisa C.)



### FIELD TRIP AUTHORIZATION FORM

Requests must be submitted to your campus Principal at least 8 weeks prior to the date of the proposed field trip. A copy of the Principal-approved request form must be submitted to the Central Administration Office for final Director of Program approval no less than 4 weeks prior to the field trip date. Teachers are encouraged to provide additional printed information relative to the field trip destination whenever available. Trips are always conditionally approved contingent upon a confirmed list of field trip drivers being provided to the Principal no later than 1 week prior to the trip date. The Director of Program may describe other contingencies as necessary.

Teacher Name: Brian Fackrell & Bryan Baker Date: 7/30/14 Grade(s): 7/8

Classroom: Middle School Campus: Elk Grove @ BS

Destination of Proposed Field Trip: Ashland, OR - Shakespeare Festival

Address: 1250 Siskiyou Blvd. Ashland, OR 97520

Peter 541-552-6375  
(Contact Name) (Contact Phone #)

Cost per Student: \$ \$225 Date(s) of Proposed Field Trip: 3/25/15-3/27/15

Departure from Campus Time: 9:00 am Return to Campus Time: 3:00 pm

Date first payment needs to be made to vendor: 11/1/14

Date of Parent Chaperone Meeting: 2/19/15

The field trip is:  walking class trip  local/day trip  over night: 2 # nights  out-of-state\*  
\*Out-of-state field trips must be pre-approved by the Governing Board prior to booking. Please contact the Central Administration Office to learn more about the Governing Board meeting schedule.

Title/Description of Field Trip: (Note that walking class trips may be requested as a "standing approval" for events such as regular park outings, monthly library trips, etc. If requesting a "standing approval", please indicate all proposed dates of participation on one request form).

Southern Oregon University in Ashland Oregon. Shakespeare Festival.

How will this field trip support the students' learning and how does it tie into the curriculum?

Poetry curriculum, live performances, public speaking, college life and responsibility, group collaboration, and being a responsible audience member.

Projected # of students participating: 34 Projected # of students not participating: 1

Projected student participation rate: 95 %

Comments about student participation rate: Unexpected illness

What is the alternative on-campus placement plan for students who will not be attending this field trip and how has this been communicated to parents? (If a substitute teacher is required for alternative on-campus placement, this cost must be factored into the total field trip cost.)

Students will be placed in the Jade class for the school day.

**Adults to Student Ratio:**

Tk/K - 3<sup>rd</sup>: # of Adults \_\_\_\_\_ per # of Students \_\_\_\_\_ (guideline is 1 Adult per 4 Students)

4<sup>th</sup> - 6<sup>th</sup>: # of Adults \_\_\_\_\_ per # of Students \_\_\_\_\_ (guideline is 1 Adult per 5 Students)

7<sup>th</sup> - 8<sup>th</sup>: # of Adults 1 per # of Students 5 (guideline is 1 Adult per 7 Students)

Fundraising Plans to Offset Cost: Crab Feed

How will transportation be provided? Cleared parent drivers

Will the students engage in high-risk activities (i.e. ropes course, kayaking, etc.)? Check one:  Yes  No  
If Yes:

- Please list activities \_\_\_\_\_
- Complete and Attach the Philadelphia Insurance Companies Special Event Questionnaire
- Attach a venue flyer and/or description of event
- Note: Parent/Guardian must sign a CMP Release of Liability in addition to the FT Permission Form.

Is venue requesting a Certificate of Insurance? Check one:  Yes  No

If Yes:

- Include a copy of the contract outlining their insurance requirements.
- Note: You may need to request a copy of the venue's Certificate of Insurance as well and provide a copy to Central Admin.

Please fill out and attach the Field Trip Emergency Plan with this Authorization Form

**Approval Process:**

1. Principal's Pre-Approval Required for Field Trip: Check one:  Approved  Denied

Lisa Coker (per Kathleen Metz)  
Principal Signature

9/3/2014  
Date

2. Central Admin AA Review: Initials: CAF

Date: 9/3/14

3. Student Services Coordinator Review: Check one:

Approved  Denied

James Hunter  
Student Services Coordinator Signature

9/3/14  
Date

4. Director of Program Approval Required for Field Trip: Check one:  Approved  Denied

DM Stamboul  
Director of Program Signature

9/3/14  
Date

Contingent upon: \_\_\_\_\_

5. Board Approval Required for Out-of-State Field Trip: Check one:  Approved  Denied

\_\_\_\_\_  
Governing Board Chairman Signature or Designee

\_\_\_\_\_  
Date