

Please send to Karen Heinrich

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OREGON CONFERENCE FIELD TRIP REQUEST FORM

- in Conference (local School Board approval only if day trip) (Education Dept. approval if overnight)

- out of Conference, within the NPUC (please submit three weeks prior to trip date)

- out of Union (please submit in a timely manner for Board of Education approval)
Submit by: October 1, January 1, or April 1

- out of Division Mission Trip (Board of Education and NAD approval needed)

SCHOOL_____

DATE_____

TEACHER_____

GRADE(S)_____

DESTINATION_____

OF FEMALE STUDENTS_____

DATE OF TRIP_____

OF MALE STUDENTS_____

OF FEMALE CHAPERONES_____

OF MALE CHAPERONES_____

- Additional Insurance has been purchased (OVERNIGHT & HIGHER RISK, i.e. Ski Trips or Swimming) (1.75/student)

-**Required:** Provide proof of purchase of additional student accident insurance and general liability policy for Overnight & Higher Risk activities.

Background check must be completed on all Chaperones/Supervisors/Drivers.

EDUCATIONAL GOAL OF TRIP_____

HOUSING WILL BE_____

MODE OF TRANSPORTATION_____

School Board Approval Yes

Date_____

SIGNATURES:

School Board Chair_____

Date_____

Principal/Head Teacher_____

Date_____

Superintendent_____

Date_____

Board of Education Approval (out of Union only) Yes

Date_____

(Must submit by Oct. 1, Jan. 1 or April 1 for Board of Education Approval)

NAD Approval (out of Division only) Yes

Date_____