

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) **Must be turned in 4 week prior to event.**

- out of Conference, within the NPUC (please submit three weeks prior to trip date) **Must be turned in 4 week prior to event.**

- 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 Student Accident and General Liability Insurance has been purchased (OVERNIGHT & HIGHER RISK, i.e. Ski Trips or Swimming)

-**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\_\_\_\_\_