

Maine School Administrative District No. 11 Field Trip/Excursion Approval Form

Use this form for all field trips that take students off the regular school grounds, including walking trips. **Field trips/excursions that leave the state or will involve an overnight stay require MSAD #11 Board notification. Please submit 3-4 weeks prior to the event.** Other trips require 2 weeks prior notice. (Please print or type the information on the form or attach a separate sheet supplying all the necessary information.)

Type of Transportation: District Bus _____ District Van _____ Walk _____
Private Bus _____ Private Car _____ Other _____

(Must have copy of current driver's license, proper insurance coverage and waiver claim form on file in Business Office. These documents must be submitted for each event.)

School & Class Group requesting trip

Staff Advisor

Destination (include city/town & state)

Date(s) of trip (rain dates not reserved ahead)

Handicap Lift Necessary? _____

Departure Time: _____

Return time in MSAD #11: _____

Number of passengers: _____ Students _____ Adults

Approvals	
Principal _____	Date _____
Central Office _____	Date _____
Transportation _____	Date _____
Board Notification _____	Date _____
(Required for overnight or out-of-state trips)	

Please answer all of the following questions and complete the budget information at the bottom of this form. Your proposal must include all available information. Questions that don't apply to your trip should be marked NA.

1. General description of field trip. (Please include your itinerary.)

2. Statement of academic value. (Please be specific and explain how the trip relates to the curriculum.)

3. Rationale for trip selection, (Why **was** this destination selected? Is there a more local alternative? Are weekends a viable alternative to school days?)

4. What specific follow-up activities will be associated with the field trip?
5. How will this trip be evaluated by students, teachers, and chaperones?
6. How many substitutes will be needed for this trip to occur? For whom?
7. How many volunteer chaperones will assist with the trip? _____
8. To what degree will the trip be financed by district money? _____
9. Are all class members included? _____ Yes _____ No
Describe the process and criteria for participant selection, if there are limited openings.
10. What accommodation for food and lodging will be used for participants on this trip?
11. Other

	Clsm/Bldg Budget*	Transportation Budget*	Other*	Total Cost*
Substitutes				
Mileage				
Meals				
Fees, etc.				
Food				
Lodging				

Please estimate costs using maximum numbers.

Note: For overnight or out-of-state trips, it is strongly suggested that the staff advisor or other representative be present at the board meeting to elaborate on these and/or other questions the board may have.

Adopted: May 3, 2007

Reviewed: February 22, 2016; May 7, 2020