

Field Trip Authorization Form

Used for any field trip that will require **students to travel over 100 miles one way** and/or remain **away from home overnight** must be submitted to the Superintendent for approval prior to arrangements being made by the staff member involved. (Per Policy IICA)

Teacher/Advisor Name: Alyssa McLean School: Sanford High School

Class or Activity: Camden Conference in the Classroom

Purpose of Trip: We will be meeting with the other participating high schools across the state to discuss the foreign policy concepts presented by the experts at conference

Attach additional supporting documentation: Ex. - Programs, Student Lists, Accommodations

Grade Level(s): 9, 10, & 12 No. of Students on trip: 5

Date(s) of Trip: 2/25/22 - 2/27/22

Destination(s): U Maine @ Orono

Method of Transportation: Personal vehicle (approved by school)

Number of Chaperones including teacher/advisor: 1

Will students be away from home overnight? Yes No

If Yes, explain accommodations: We will be staying at the Black Bear Inn - which is being provided through conference funds

Funding Source: Camden Conference in the Classroom organization

Has this field trip occurred in previous years? Yes No

Alyssa K. McLean
Signature of Teacher/Advisor

02/01/22
Date of Submission

[Signature]
Approval and Signature of Building Administrator

02/01/22
Date of Approval

Submit to Superintendent two weeks prior to requested trip date	
<u>Matt Nelson</u>	<u>2/2/22</u>
Approval and Signature of Superintendent	Date of Approval
School Committee Notified Date: _____	<input type="checkbox"/> Notified Teacher/Advisor: Date: _____

FORM 1A

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Teacher/Advisor Name: TIM FECTEAU School: SRTC

Class or Activity: SKILLS VS A STATE OFFICER

Purpose of Trip: PREP FOR STATE CONFERENCE OPENING CEREMONY

Attach additional supporting documentation: Ex. - Programs, Student Lists, Accommodations

Grade Level(s): 12 No. of Students on trip: 1

Date(s) of Trip: MARCH 17th - 18th

Destination(s): EMCC BANOUR

Method of Transportation: OWN - (STATE OFFICER ADVISOR WILL DRIVE FROM PARENT'S DRIVE TO PORTLAND) / CHARLENE DESMONA R. RAND, (C) 7.57-705-7339

Will students be away from home overnight? Yes No

If Yes, explain accommodations: FAIRFIELD INN. ODVIN RD BANOUR 1 (207) 990-0001

Funding Source: SKILLS STATES / WILL RETURN WITH BUSES ON 3/18.

Has this field trip occurred in previous years? Yes No

Signature of Teacher/Advisor

Date of Submission

Approval and Signature of Building Administrator

Date of Approval

Submit to Superintendent two weeks prior to requested trip date

Approval and Signature of Superintendent Date of Approval

School Committee Notified Date: _____ Notified Teacher/Advisor: Date: _____