

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: Chambree Kumka School: SHS

Class or Activity: Olympia Snowe Women's Leadership Institute

Purpose of Trip: Introduction to the theme of the year and an opportunity to connect with peers. 7 of 30 required contact hours.

Grade Level(s): 11th, 12th No. of Students on trip: 7

Date(s) of Trip: 9/29/22

Destination(s): Cross Insurance Center, Bangor, Maine

Method of Transportation: BUS

Number of Chaperones including teacher/advisor: 1

Will students be away from home overnight?  Yes  No

If Yes, explain accommodations: \_\_\_\_\_

Funding Source: Olympia Snowe Institute

Has this field trip occurred in previous years?  Yes  No

C. Kumka  
Signature of Teacher/Advisor

8/29/22  
Date of Submission

[Signature]  
Approval and Signature of Building Administrator

8/29/22  
Date of Approval

Sanford  
RECEIVED  
AUG 29 2022

School Department

Submit to Superintendent two weeks prior to requested trip date

Matt Nelson  
Approval and Signature of Superintendent

8/29/22  
Date of Approval

School Committee Notified Date: \_\_\_\_\_

Notified Teacher/Advisor: Date: \_\_\_\_\_