

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: Year end celebration - badges, credits, scholarships, and award announcements. Graduation ceremony for seniors.

Attach additional supporting documentation: Ex. - Programs, Student Lists, Accommodations
Grade Level(s): 11th & 12th No. of Students on trip: 6 (3/3)

Date(s) of Trip: 5/16/23

Destination(s): Bates College, Lewiston, ME

Method of Transportation: Private Vehicle (Mrs. Kumka's van)

Number of Chaperones including teacher/advisor: 1

Will students be away from home overnight? Yes No X

If Yes, explain accommodations:

Funding Source: None needed

Has this field trip occurred in previous years? X Yes No

Signature of Teacher/Advisor (Handwritten: C. Kumka)

Date of Submission (Handwritten: 3/22/23)

Approval and Signature of Building Administrator (Handwritten signature)

Date of Approval (Handwritten: 3/22/23)

Sanford RECEIVED (Red stamp)

MAR 29 2023 (Red stamp)

School Department (Blue stamp)

Submit to Superintendent two weeks prior to requested trip date
Approval and Signature of Superintendent (Handwritten: Matt Nelson)
Date of Approval (Handwritten: 3/29/23)
School Committee Notified Date:
Notified Teacher/Advisor: Date: