

MILFORD SCHOOL DEPARTMENT
Field Trip/Trip Planning Document

The Committee recognizes the educational value of school-sponsored trips as a means of extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic and athletic competitions.

Prior to consideration, the sponsoring field trip/trip leader will complete this form and provide all salient details of the activity. This form will be submitted to the building principal for review and if necessary forwarded to the Superintendent of Schools for inclusion on the School Committee agenda if required by Policy IJOA.

A. Sponsoring Group: _____

B. Field Trip/Trip Leader(s): _____

C. Date(s) of Field Trip/Trip: _____

D. Destination(s): _____

On a separate sheet of paper, briefly explain how this trip is aligned with curriculum standards or team/club activity.

E. Transportation Plans (inclusive of modes): _____

a. Travel to Destination: _____

b. Travel at Destination: _____

c. Return Travel: _____

F. Activity Plans for each day: _____

E. Food and Lodging Plan: _____

G. Participants: (In addition to the leader(s))

Maximum Number of Students: _____

How will participants be selected? _____

Anticipated Number of Students: (Student breakdown not needed for local, non-overnight trips.)

a. Female: _____ b. Male: _____ c. Total: _____

Number of Chaperones: (All chaperones must be approved by the Milford School Department, see Policy IJOC)

a. Female: _____ b. Male: _____ c. Total: _____

Are accommodations for physically impaired children needed? Y / N

If so, explain: _____

Other Participants: (explain): _____

H. Plans for Safety and Emergencies: _____

I. Plans for communicating information to parents and obtaining parental permission: _____

J. Accountability for student conduct: _____

K. Planned Fund Raising Activities: _____

a. Cost Per Student: \$ _____

b. Cost Per Chaperone/Leader: \$ _____

c. Requested amount of School Department funding: \$ _____

Cross Reference: IJOA- Field Trips and Excursions

Adopted: 5/17/18