OVERNIGHT TRIP APPROVAL REQUEST

All school-sponsored activities which involve students in an overnight stay, including weekend activities, must have prior approval from the Conference Office of Education. This request must be sent to the Conference at least **one (1) month** prior to the trip. If approved, a signed copy will be returned to the principal/head teacher. If there are any questions, the Office of Education will contact the principal/head teacher for clarification. Refer to the *Columbia Union Education Code* #3060 *A – I*) for guidelines. Refer to P/HT 14.02 for main points of consideration.

School:_____ Date of Request: _____

Class/Group Involved:_____

Names of Staff/Sponsors Involved: 1. _____ 2. _____

3. _____ 4. _____

Destination of Trip: _____

Travel Plans–Briefly _____

_____

_____

_____

_____

Purpose of Trip: _____

Number of Students Traveling: _____ Dates of Trip: _____

Number of Adults including Staff traveling with the Group (Approximately 1 adult to every 4 students) _____

Means of Transportation: _____ school bus _____ private car _____ other _____

Board Approval Date _____

NOTE: 1. If vehicles other than school buses are used to carry students, these vehicles must be insured with a minimum of $250,000/$500,000 per person/bodily injury; $50,000 property damage; $5,000 medical payments. (Columbia Union Education Code #3060 H1a-e and 8500 D and E).

2. There must be a written permission statement from the parents of each student who plans to go on the trip. (Columbia Union Education Code #3060 H2d)

3. Certified Lifeguard must be present for ALL water activities including but not limited to hotel pool/house.

☐ **Check if water activities included** **Initials** _____

_____ _____

Teacher's signature making request Principal's signature

_____ _____

Superintendent's signature Date of approval

*__ALL__ sections must be completed before submitting to the Office of Education

CHESAPEAKE CONFERENCE

Overnight School Sponsored Trips EC-12

I. Philosophy

Off-campus/Overnight/Extracurricular activities are to have an educational and/or mission oriented purpose. These activities shall be organized to provide opportunity for as many students as possible to become involved in leadership roles and decision making and to acquire experience in following guidelines and working with others. These activities should not be taken with the sole purpose to entertain or to amuse. However, should local school boards approve a reward or class trip to an amusement site, the trip shall be limited to one school day per year.

II. Preparation/Approval

All overnight trips must be approved by the local school board and the local Conference Office of Education. For the success of school-sponsored trips outside the Columbia Union Conference, detailed plans shall be made early. Lifeguard should be secured if water activities are included. These proposed plans should be discussed between school staff, administration and local school board (as is applicable) and approved by the local school board and the Chesapeake Conference Board of Education **before** the trip can be officially announced and/or funds raised for the trip expenses. Trip requests must be submitted to the Conference Office of Education for approval prior to the scheduled Board of Education meetings.

Check current Chesapeake calendar for dates of Board of Education meetings.

III.

For specific information concerning Limits of School Days, Safety and Insurance, Mission Projects, etc., see Columbia Union Education Code #3060 for further clarification.

IV. Please Note

These policies are to be followed for the protection of the local school board, the students and teachers and the Chesapeake and Columbia Union Conferences.