

MELROSE PUBLIC SCHOOLS
Melrose, Massachusetts
FIELD TRIP APPLICATION FORM

Please complete all of the information requested below when submitting a field trip request for School Committee and/or Superintendent approval. If an item does not apply, please indicate N/A.

OVERNIGHT and OUT-OF-STATE/COUNTRY TRIPS NEED SUPERINTENDENT and SCHOOL COMMITTEE APPROVAL.

All approvals are required prior to the scheduled field trip.

1. Grade(s) or Class(es) 11 - 12 (Environmental Science mostly)
 2. School MHS
 3. Destination Costa Rica
 4. Departure: Date 2/19/12 Time _____ Departing From _____
 5. Return: Date 2/27/12 Time _____ Returning To _____
 6. Number of Students Attending 16 (room for up to 23)
 7. Ratio of Chaperones to Students 1:8
 8. Room/Cabin Assignments and Supervision Plan by gender
 9. Behavior Contract to be signed
 10. Signed Field Trip Parental Consent and Release from Liability Agreement Forms to be signed
 11. Medical Release Forms Obtained _____
 12. Number of Busses Required/Name of Bus Company none
 13. Cost of Trip (% paid by fundraising) none
 14. Educational Objectives Directly Related to Curricula ecology, sustainability, energy, environmental policy
 15. Daily Itinerary (attach separate copy)
 16. Evidence of Conformance to Applicable Statutes:
Hazing Law _____ ADA Accommodations _____
- Submitted by Suzanne Troy & Kristen Demick Date 10/21/11
Approved by Principal Maurine Fawcett Date 10/21/11
Approved by Superintendent [Signature] Date 10/24/2011
Approved by School Committee _____ Date _____