

FIELD TRIPS

The Rocky Hill Board of Education (the “Board”) encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board.

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy No. 5720) and any administrative regulations implementing such Board Policy.

The Superintendent or designee is authorized to develop administrative regulations to implement this policy. Th Board will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and any accompanying administrative regulations.

Rocky Hill Public Schools

Field Trip Request Form

*The Rocky Hill Board of Education recognizes the importance of field trips and other planned off-campus travel as part of the school curriculum. Written permission by a minor student's parent or guardian must be obtained.
Refer to Board of Education Policy #6153 - Field Trips and Off-Campus Travel.*

School: _____ Contact: _____ Date of Request: _____

Name/Description Student Group Involved: _____

Field Trip Location: _____

Date of Trip: _____ Departure Time: _____ Arrival Time: _____

Educational Objective/Relevance to Curriculum * : _____

Teacher/Chaperone Names(s): _____

Number of Students Attending:	_____	Ticket Price:	_____
Number of Chaperones:	_____	Ticket Price:	_____
Number of Teachers:	_____	Ticket Price:	_____
Total Count:	_____	Total Price:	_____

Bus Company: _____

Number of Buses needed:	_____	Bus Rate:	_____	Total Bus Price:	_____
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(Typically 55 Individuals per bus)

Total Ticket Price: _____

Event or Miscellaneous Fee: _____

4.29 % Administrative Fee *(Only if using MyPayments Plus)*: _____

Total Trip Cost: _____

Cost per Student: _____

SAF Budget Code: _____

Cost of trip paid by: Student BOE Funds Fundraising PTO Funds

Principal's: Approval Denial Date: _____ Signature: _____

Superintendent's: Approval Denial Date: _____ Signature: _____

Date to be placed on the BOE Agenda (out-of-state trips): _____

Form revised: 10/17/16

*** Attach Supplemental documents to this form.**