

FIELD TRIPS

The New Milford 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. 3281) and any administrative regulations implementing such Board Policy.

The Superintendent or designee is authorized to develop administrative regulations to implement this policy. The 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.

Policy approved: June 20,2023

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

New Milford Public Schools
Field Trip/Charter Request

School (Circle One): NMHS SMS SNIS JPS NES HPS
Grade/Dept. (Circle One): Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12
Date of Trip: Time of Departure: Dept.
Time of Return:
Date if different from depart.:

Destination (Specific Address Needed):
Name of Destination:
Street Address:
City/State/Zip

Note: If more than one destination is involved an itinerary with specific names, time and locations is needed. It should be attached to this form so transportation can be planned accordingly.

Type of bus being requested: School Bus Coach Style Bus Van
Number of Participants: Students + Teachers + Chaperones = Total
Special needs or requests (Please be specific - wheel chair accomodation, video, etc.):

Primary Contact Person (Teacher) and Cell Phone#:

Building Principal's Signature: Date:

Submit the above to: School Business Office ATTN: Transportation

The following cost estimates have been obtained for transportation for the trip described above.

School Bus @ \$ = \$ Total
Coach Bus @ \$ = \$ Total
Van @ \$ = \$ Total (Signature & Date)

Return to school: ATTN: Bldg. Principal Bus. Co.: Phone:

List all teachers going on the trip and their Cell Phone#:

Will substitute coverage be needed? Yes No If yes, # subs needed
How does trip relate to the instructional program?:

List Costs: Tickets/Admittance \$
(list other)
Transportation \$ (from above)
Total Estimated Cost \$

Students will be charged \$ each.
Payment will be made from: \$ Student Activity Account \$ Budget (Code)

This trip has my authorization to proceed: (Principal's signature) (Date)

(Assistant Superintendent) (Date)

Bus Arrangements Have Been Made: (Business Office) (Date)

PURCHASE ORDER #