

# APPLICATION FOR FIELD TRIPS NEEDING CONFERENCE APPROVAL

Note: Conference approval must be received before the students leave on the trip.

- Day Trip Over 75 Miles
- Overnight Trip (Detailed itinerary needs to be submitted)

School \_\_\_\_\_

Field Trip Destination \_\_\_\_\_

Date(s) of Field Trip \_\_\_\_\_ Total Round Trip Mileage \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_ Grade(s) \_\_\_\_\_ Number of Students \_\_\_\_\_

Chaperones (Names) \_\_\_\_\_  
\_\_\_\_\_

Have you read and followed all the Field Trips/Off Campus Activities Policies found in the Michigan Conference policy book in planing this trip? Yes  No

Are all drivers board approved? (All drivers need to be 21 years or older.) Yes  No

Does each vehicle meet the minimum insurance coverage of \$100/300,000? Yes  No

Will parent permission slips be signed and returned before trip? Yes  No

Will Consent for Treatment Forms be brought on the trip? Yes  No

How is this trip financed? \_\_\_\_\_

Goals and objectives for trip: \_\_\_\_\_  
\_\_\_\_\_

If this is an overnight trip:

1. Where will students be lodging? \_\_\_\_\_

2. Will there be an adult (21 or older) in each room? Yes  No

3. Will there be more than one student in each room?  
(Not applicable if the adult is the child's parent) Yes  No

\_\_\_\_\_  
Date of School Board Approval

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Approved  Denied

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

