

Trip Request Form

To be completed for ALL overnight trips

SOUTHERN CALIFORNIA CONFERENCE OFFICE OF EDUCATION

Trip request will be considered only if a detailed daily agenda is attached.

All trips must comply with Education Code section A24.

In order to ensure the safety and wellbeing of our students, this form outlines the procedures and processes that must occur in order for an overnight field trip to be approved.

Pre –Approval Process:

1. Fill out page two of this form *completely* and *accurately*.
2. Take this form to your school board meeting for approval.
3. The principal should turn the *signed* form into SCCOE with the following attachments:
 - A. Detailed daily agenda (to include daily worships)
 - B. Explanation of cost to student
4. After the Office of Education approves the trip, the form will be taken to the Board of Education for approval (if necessary.)
5. The Office of Education will notify the principal of approval or denial.

30 Days Prior to Departure:

6. The trip coordinator, in conjunction with the principal, is responsible for submitting to SCCOE the following items:
 - A. Complete *updated* itinerary (to include flight information if applicable)
 - A. Proof of insurance for students, activities, and vehicles
 - B. Complete list of chaperones/volunteers, in order for SCCOE to verify fingerprint clearance
 - C. SCC Driver’s Questionnaire for all adults transporting children
 - D. Signed Hawaii Conference Office of Education approval form (if applicable)

SCCOE reserves the right to cancel a trip if proper authorization procedures have not been followed.

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SCHOOL: _____ **GRADE(S)/GROUP:** _____

TYPE OF TRIP (ie. class trip, science tour, etc.) : _____

Educational Purpose (if applicable): _____

Date of Departure: _____ Date of Return: _____ TOTAL School Days: _____

Destination (Attach Itinerary): _____

Transportation arrangements: _____

Provisions for meals: _____

Number of Students: _____ Male _____ Female Cost per student: \$ _____

Number of Chaperones: _____ Faculty _____ Parents **Attach explanation of cost to student*

Number of Chaperones: _____ Male _____ Female

If permission is granted, the school will:

- Arrange for adequate number of adult chaperones to accompany students and provide required supervision.
- Arrange for proper insurance for students, activities, and vehicles, and **submit** proof of insurance to SCCOE.
- Process required parental consent forms.
- Handout detailed agenda to students *and* parents.
- Obtain permission from the Hawaii Conference, and **attach** signed clearance form (if applicable).

To be completed by Principal

Principal Signature: _____ **Date:** _____

Board Chair Approval: ___ Request Approved ___ Request Denied **Date:** _____

To be completed by SCC Office of Education

SCCOE Approval: ___ Request Approved ___ Request Denied _____
Signature of Superintendent

Board of Education Approval: ___ Request Approved ___ Request Denied **Date Voted:** _____