



Linda Vista Adventist Elementary School
"Where children grow closer to God while learning to master the world"

Intra-Union Overnight Field Trip Approval

Planning Guidelines:

- Approval by the principal and school board
- Chaperones who may be alone with students need a background check
- Each child must have a signed permission slip and consent to treatment form. Each chaperone should have a paper master copy.
- Drivers must have full coverage insurance
- Vans must not be larger than 10-passenger

Trip Information:

1. Purpose of field trip/activity

2. Dates of trip:

Attach itinerary

Number of school days:

3. Housing and eating arrangements

4. Trip cost

a. Transportation cost:

b. Food cost:

c. Housing cost:

d. Activity costs:

e. Chaperone/teacher subsidy:

f. **Total cost per student:**

5. Transportation:

a. If private transportation, list drivers.

b. Attach proofs of insurance

6. Supervision:
- a. What is your chaperone/child ratio?
 - b. List chaperones.

Principal's Signature

Date

Date of Board Approval: