



Savannah-Chatham County Public School System
Out-of-County Field Trip Authorization Form

I, _____, being the legal parent / guardian of
(Parent/guardian name, please print)

_____, do hereby give the right and power
(Student name, please print)

to the school official(s) of _____ to authorize medical treatment, care and services, to discipline, and to make whatever decisions that are necessary for my child's welfare in the discretion of said official(s) while my child is a participant of _____ at/in _____ For the period of _____. I understand that this authorization in no way relieves me of any financial or other obligations related to any decisions made by the above school official(s)

I hereby appoint The Board of Education as my agent or the purposes of obtaining medical treatment in the event of injury. I agree to be responsible for all medical treatment, then and in that event I agree to reimburse said Board of Education in full.

Insurance Company _____

Policy Number _____

Drug Allergies _____

Date of last Tetanus Shot _____

Any other known medical condition(s) _____

Family Doctor _____

Father's Name _____ Home Phone _____

Father's Work _____ Work Phone _____

Mother's Name _____ Home Phone _____

Mother's Work _____ Work Phone _____

Home Address _____

City _____ State _____ Home Phone _____

Signature of Parent / Guardian Date _____ Date _____



Out-of-County Field Trip Proposal

All out-of-county field trips proposals must be submitted to the Principal a minimum of 20 school days prior to departure, and require **approval of the appropriate level Executive Director 10 days prior to departure.**

School _____ Date of Request _____

Requesting Teacher _____ Grade(s) _____

Department _____ Course _____

Destination _____ Date of Trip _____

Address _____

Departure Time _____ Return Time _____

Total Number of Participants _____ Number of Students _____ Grade _____

Number of Teachers _____ Number of Other Adults _____

Plans for Remaining Students:

I will need a substitute teacher _____

I will _____

Chief Sponsor/Teacher in Charge - (Adult to student ratio: Secondary 15/1; Elementary 10/1)

1) _____ Trip Responsibility _____

2) _____ Trip Responsibility _____

Additional Teachers / Staff / Other Adults Attending Trip

1) _____ Trip Responsibility _____

2) _____ Trip Responsibility _____

3) _____ Trip Responsibility _____

4) _____ Trip Responsibility _____

5) _____ Trip Responsibility _____

6) _____ Trip Responsibility _____

Educational Objectives:

Evaluation of Objectives:



Field Trip Proposal

Associated Cost(s):

\$ _____ Per Student to be paid by: _____

Mode of Transportation:

_____ School Bus (complete request form)

_____ Public Carrier

_____ Private Vehicle

Name of Driver	License No.	Insurance Co
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The following information MUST be attached to this proposal and be on file in the Principal's office, Campus Police, and the appropriate Executive Director's office at 208 Bull Street prior to departing for the field trip:

1. Student(s)' name, address, telephone number and parent's / guardian name.
2. Name, address and phone number of all adults on this trip.
3. Program documentation, (i.e., description and schedule of events including verification that the program can accommodate students, staff and chaperones at the times stated.)
4. Carrier's name, schedule and contact information.
5. Name and telephone number of hotel/motel where students will be staying. (Items below are to be kept on file at the school site.)
6. Parent's Permission Slip for all students on the trip.
7. Parent's Authorization Form for all students on the trip.

The Chief Sponsor Must - take on the field trip the following information:

1. Permission for medical treatment ("Authorization Form")
2. Name of Health Insurance Company, policy number and name of policyholder.
3. Name, address phone number of parents 1 guardians.

Executed by:

Requesting Teacher: _____ Date _____

Department Head Approval: _____ Date _____

Principal's Approval _____ Date _____

Executive Director, Academic Services _____ Date _____

1. All students of a given class or group must have the option of participation in a field trip planned for that particular group.
2. Students cannot be denied field trip privileges because of cost factors, i.e., admission price, travel or other expenses involving a field trip.
3. School Resource Officers (SRO) may not leave the school campus when school is in session to accompany a group on a field trip.