

**Central California Conference - Office of Education
OVERNIGHT & OUT-OF-UNION TRIP REQUEST FORM
2013-2014 SCHOOL YEAR**

Revised OCTOBER 2013

ALL DOCUMENTATION LISTED BELOW IS TO BE SUBMITTED TO THE LOCAL SCHOOL BOARD FOR APPROVAL AND REQUIRES THE PRINCIPAL'S SIGNATURE. OUT-OF-UNION REQUESTS MUST HAVE K-12 BOARD APPROVAL AND THE SUPERINTENDENT OF SCHOOLS SIGNATURE. A COPY OF THIS SIGNED FORM MUST BE SUBMITTED TO THE CONFERENCE OFFICE OF EDUCATION.

SCHOOL:	
Date of trip/tour:	
Date of school board approval:	
Date of submitting form:	
Group traveling:	
Number of students traveling:	
Destination of trip/tour:	
Purpose of trip/tour:	

The plans you submit for approval are to include details that support compliance with one of the areas listed below, according to the Pacific Union Conference Education Code.

- #1606 Intra-Conference Overnight Tours and Activities
- #1608 Out-of-Conference Tours and Activities
- #1610 Out-of-Union Tours and Activities (including Mexico)
- #1612 Tours to Hawaii
- #1614 Interdivisional Tours (excluding Mexico)

Detailed description of itinerary (**PLEASE ATTACH A COPY WITH REQUEST FORM**). The number of school days involved _____ (**please see back side**).

Permission slip & medical consent form (**PLEASE ATTACH A SAMPLE COPY WITH REQUEST FORM**).

Transportation arrangements {car, bus, van, airline, ship} and Verification of transportation insurance coverage must be confirmed by the principal. *If vehicles other than school buses are used to transport students, these vehicles must carry the minimum California state requirements of \$15,000.00/\$30,000.00 coverage per person, bodily injury; \$50,000.00 coverage property damage; \$5,000.00 coverage medical payments. (Optional)

Principal Signature required:

****Supervision arrangements - Names of adult sponsors/chaperones involved and finger-print clearance. (These individuals must be approved by the local school board).**

SPONSOR & CHAPERONE NAMES	INSURANCE APPROVED	DRIVER'S LICENSE APPROVED	FINGERPRINTS APPROVED	"SHIELD THE VULNERABLE" CLEARANCE

Principal Signature (below)	Superintendent of Schools Signature	Date Approved-CCC	Date Denied-CCC

OVERNIGHT TOURS AND OFF-CAMPUS ACTIVITIES REQUEST FORM / K-12 {89-21}

I. **Philosophy**

Off-campus school sponsored trips are to be educational and/or mission oriented in purpose. Educational trips are considered to be trips which provide experiences outside the classroom which are directly related to what is being studied in the classroom. The trips should not be taken with the sole purpose to entertain, to amuse, or to attract students to the school or the organization. However, should local school boards approve reward or class trips to amusement sites, the trip shall be limited to one school day per year.

II. **Limits of Travel**

To be limited geographically to places within the United States. Mission projects selected outside the United States require special approval by the Conference k-12 Board of Education.

III. **Approval**

All overnight trips must be approved by the school board and the local Conference Office of Education. For trips outside the Pacific Union Conference, including Hawaii, Conference Board of Education approval must be obtained before trips can be officially announced and/or funds raised for the trip expenses. These requests must be submitted to the Conference Board of Education prior to the first Board session of the school year.

IV. **Cost**

It is encouraged that the students and/or school finance the cost of the off-campus trips. Where financial assistance is asked of parents, the amount will not exceed 50% of the student's expenses, with a parent maximum of \$150.00. The local school board must approve any amount which will exceed this limit.

V. **Limit of School Days**

The number of school days involved with any school sponsored trip shall not exceed the following (See Pacific Union Education Code #1616 for further explanation).

- A. 2 days --- Class, club, and student association
- B. 3 days --- Course-related and promotional groups
- C. 5 days --- Outdoor and extended campus activities & mission outreach projects

VI. **School-sponsored Activities Outside the School Year (BE #88-9)**

No student activity such as a field trip, class trip, etc., is to be sponsored outside the school year by the school or members of the school staff acting as a representative of the school unless this activity is approved by the Conference Board of Education. A school year is defined as the time from the opening day of school through graduation.

NOTE: All regulations in the 1600 section of the Pacific Union Education Code are to be followed. The above policy is intended to cover areas not stipulated in the Pacific Union Education Code and are to be included in planning for overnight off-campus trips.