



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

## **Out-of-Union Overnight Field Trip Approval**

### **Planning Guidelines:**

- Approval by the principal, school board, and SCC
- 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. Who will be involved

3. Dates of trip:

Attach itinerary

Number of school days:

4. Housing and eating arrangements

5. Trip cost

a. Transportation cost:

b. Food cost:

c. Housing cost:

d. Activity costs:

e. Chaperone/teacher subsidy:

f. **Total cost per student:**

6. Transportation:
- a. If private transportation, list drivers.
  - b. Attach proofs of insurance

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

---

Principal's Signature

Date

Date of Board Approval:

Date of SCC Approval: