Pembroke Public Schools

In State Travel Request Form JJH-R

This form must be submitted to the building principal no less than 14 days prior to travel, as per Pembroke School Committee Policy JJH.

Staff Leader: ____________________ School: ____________________

Department/Program: ____________________ Date Request Submitted: ____________________

Destination(s): ____________________ Date(s) of Trip: ____________________

Classes/Program/Grade Level: ____________________ Number of Students: _______

A. EDUCATIONAL OBJECTIVES:

How will this trip enhance the student learning and what curriculum do you plan to use or develop to enhance the learning opportunities for students? How will this trip enhance our co-curricular or athletics program?

B. BUDGET – COST OF TRIP/FUNDRAISING

1) What is the total Cost of Trip?

2) Will there be a cost to students? If so, how much per student?

3) Please detail the costs and funding sources. All fundraising activities must be in accordance with Pembroke School Committee Policy JJE.

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<th>FUNDING SOURCES</th>
<th>AMOUNT ($)</th>
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TOTAL COST

C. CHAPERONES

List all possible chaperones and their relationship to the school. Include chaperone to student ratio.
D. ITINERARY
Please list or attach proposed itinerary.

FOR ADMINISTRATIVE USE ONLY

____________________________________________________________  __________________
Department Head (If applicable)       Date

___________________________________________________________  __________________
Building Principal        Date

____________________________________________________________  __________________
Superintendent         Date

GUIDELINES FOR PLANNING IN STATE TRAVEL

✓ Complete and submit in state travel request form.
✓ Meet with the building principal to discuss travel proposal.

Chaperones:
- Any travel will require chaperone(s). There should be (1) chaperone for every ten (10) students.
- All chaperones are required to have had a current CORI check per Pembroke Public Schools Policy ADDA and must be approved by the administration in advance.
- Chaperone duties on trips shall be outlined by the staff leader including trip itinerary and procedures to follow while chaperoning the trip.
- **Students must be supervised by chaperones at all times.**

- Student/Parent or Guardian permission forms must be completed and submitted with a roster of students participating in the trip to the building principal prior to departure.
- Students may be excluded from travel by the building principal if the student has demonstrated poor attendance or been engaged in conduct which violates the district's discipline code causing concern for the health and safety of the student or others.
- Whenever possible, travel will be arranged to coincide with non-school days so as not to impact unduly the learning environment for students and staff.
- While traveling, all participants will adhere to the policies, rules and regulations established by the Pembroke Public Schools.

Transportation Note:
The use of vans or private automobiles for student travel is prohibited. The use of vans or private automobiles driven by non certified Pembroke Public Schools drivers or transportations contract drivers is prohibited. In special circumstances, a pre-approved plan of transportation must be submitted by the parent/guardian and may be approved by the building principal and/or his/her designee.