BIDDEFORD SCHOOL DEPARTMENT
OVERNIGHT FIELD TRIP FORM

☐ BHS (9-12) ☐ BMS (6-8) ☐ BIS (4-5) ☐ BPS (1-3) ☐ JFK (Kindergarten)

Name of Event: _____ **Date(s) of Event:** _____

Teacher in Charge: _____ **Class/Group Attending:** _____

Address & phone number where group can be reached: _____

_____

Policy EEAF-R2: The following is a list of guidelines that must be followed by building administrators when requesting approvals for overnight field trips:

A. The minimum number of chaperones: **1 staff/teacher per every 25 students** | **1 chaperone per every 8 students**

_____ # of students attending trip _____ # of staff/teachers required _____ # of chaperones required

B. For any co-ed overnight field trip, you must ensure that both genders are proportionally represented (example – for every 8 female students, there will be 1 female chaperone, etc.)

_____ # of female chaperones required _____ # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

C. First Reading: Initial presentation to school committee.

_____ Date for presentation to the Biddeford School Committee.

D. Second Reading: Final presentation, include official chaperone list, alternates and additional information.

_____ Date for final presentation to the Biddeford School Committee.

E. Background checks will be required for chaperones that are not staff members.

Background checks completed and school committee approved for every chaperone: ☐ Yes ☐ No

Background Checks Verified: _____ _____
(Signature of Building Administrator) (Date)

F. On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

Revised: January 2009

Date Received: _____