



Field Trip/Activity Request and  
Planning Packet continued

ACTIVITY OR FIELD TRIP  
San Juan

SCHOOL NUMBER  
2201

#### CHAPERONES

All groups going on field trips are required to have sufficient chaperones to ensure each student's safety and to meet the student's personal health and security needs. All chaperones must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). Provide a description of circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. (EXAMPLE: When students are on the rides at Disney World they will be treated and will be subject to the same level of supervision by the Disney World staff as any other visitor.) If this request is approved provide a list of all chaperones and their telephone numbers to the principal.

Provide an estimate of the following:

Number of chaperones:	Male	<u>1</u>	Female	<u>2</u>	TOTAL	<u>3</u>
Number of student participating:	Male					<u>35</u>
Number of student not participating:	Male		Female		TOTAL	<u>0</u>

#### TRANSPORTATION

Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and upon request to the parents/guardians of the student traveling in the vehicle. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736. All volunteer drivers must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). The school must obtain a copy of each driver's auto insurance card and license before the event.

Method of transportation \_\_\_\_\_

If applicable, provide number of vehicles required: Cars/vans \_\_\_\_\_ Buses \_\_\_\_\_ Other transportation \_\_\_\_\_

#### OTHER CONSIDERATIONS

Indicate the number of other staff that may be required:

Custodian(s) 0 Substitute teacher(s) 0  
School Police 0 Other \_\_\_\_\_ (specify) \_\_\_\_\_

If the following items are required describe the items and indicate who will provide them:

Equipment: None  
Clean up: None  
Meals/snacks: None

#### MANDATORY SIGNATURES

Gladys V. Horsford 8/25/06  
SIGNATURE OF PERSON COMPLETING FORM DATE  
Gladys V. Horsford 47871  
PRINT NAME PK

Principal approval is required for ALL field trips/activities.  
Send a copy of all out-of-county field trip requests to the Area office.

[Signature] 8/25/06  
SIGNATURE OF PRINCIPAL DATE

#### OUT-OF-COUNTY, OUT-OF-STATE OR OUT-OF-COUNTRY APPROVALS

Area Superintendent approval is required for trips other than within the county. The Chief Academic Officer must approve trips outside the state. Trips outside the continental United States require School Board approval.

[Signature] 8-25-06  
SIGNATURE OF AREA SUPERINTENDENT DATE  
(required for out-of-county)

[Signature] 9-8-06  
SIGNATURE OF CHIEF ACADEMIC OFFICER DATE  
(required for out-of-state)

\_\_\_\_\_  
SIGNATURE OF SUPERINTENDENT OR  
BOARD CHAIR (required for out-of-country) DATE