



Administrative Procedures for Student Travel

(including Field Trips as defined by Franklin School Committee Policy IJOAA and Extended Field Trips, as defined by Franklin School Committee Policy IJOAB)

These administrative procedures apply to all field trips, extended field trips, as well as trips led by advisors of after-school extra-curricular activities.

Trip Approval Process for Field Trips

The trip advisor(s) shall submit a proposal to the Principal providing the following information:

- Destination
- Departure/expected return dates
- Itinerary
- Summary of trip purpose/educational alignment
- Trip expense, inclusive of all costs (Trip Authorization Form)
- Description on how the trip will be accessible to students from limited income families-fundraising plan
- Accessibility for students with disabilities
- Number of students needed to support trip
- Number of chaperones in attendance
- Method of transportation and/or travel agency/organization information
- Documentation that all students, advisors and chaperones will have full trip insurance, if applicable
- Emergency plan including medical care plan including plan for to administration of medication
- CORI and CHRI for Chaperones (volunteers/non-school personnel)

The Principal shall determine approval and confirm appropriate steps are being taken to ensure parent/guardian permission.

Trip Approval Process for Extended Field Trips

The trip advisor(s) shall submit a proposal to the Principal providing the following information:

- Destination
- Departure/expected return dates
- Itinerary
- Summary of trip purpose/educational alignment
- Trip expense, inclusive of all costs (Trip Authorization Form)
- Description on how the trip will be accessible to students from limited income

families-fundraising plan

- Accessibility for students with disabilities
- Number of students needed to support trip
- Number of chaperones in attendance
- Method of transportation and/or travel agency/organization information
- Documentation that all students, advisors and chaperones will have full trip insurance
- Emergency plan including medical care plan including plan for to administration of medication
- CORI and CHRI for Chaperones (volunteers/non-school personnel)
- Extended Field Trip Waiver-only applicable if overnight trip

The Principal shall determine initial approval then forward to Superintendent of Schools

The Superintendent will review and, if approval is granted, shall then present to the School Committee as an Action Item. The Trip Advisor is not required to present to the School Committee. School Committee approval must be obtained 5 months prior to the proposed trip, whenever possible.

Travel Authorization Form

- A request for travel authorization and funding must be prepared well in advance of the time the funds are needed for travel.
- Requests shall be submitted by club advisors or other persons responsible for a student activity trip. The request shall be submitted to the Superintendent or their designee, with the approval of the School Principal in accordance with policy.
- Travel Authorization Forms should contain at least the following:
 - date of request
 - date funds needed
 - destination and purpose of trip
 - estimated departure and return times
 - number of persons traveling
 - estimate of cash required for tips and other various sundry items,
 - estimate of expenses
 - check number and date of payment
 - signature of person requesting authorization
 - signature of person authorizing the request
 - signature of the School Principal
 - signature of Superintendent for out of state or extended field trips
- The School Principal shall ascertain that sufficient funds are available. The Principal shall also identify source of funds for the trip.
- Advisor(s) must use reasonable efforts to arrange for scholarships or alternative funding sources to provide an equal opportunity for students to participate that otherwise would be excluded because of financial hardship.

- Approved Travel Authorization Forms should remain in a pending file until final accountability for the trip has been completed.
- Whenever possible, travel expenses shall be paid directly to the vendor from the source of funds (student activity funds, budget, students/families, PCC/Booster, or other organization). Reimbursements to employees for travel expenses shall be limited, and shall only be processed with payment by check. Payment by employee personal credit card shall not be acceptable for reimbursement because of the potential “reward” benefits the card holder may accrue.
- A statement of final accountability (Trip Income and Expense Report) must be submitted by the authorized trip sponsor/advisor not later than 3 weeks after the completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities account if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

CHECKLIST OF FORMS

Extended Field Trip Waiver Form

Travel Authorization Form

Trip Income and Expense Report

RELEVANT SCHOOL COMMITTEE POLICIES AND REGULATIONS

IJOAA: Field Trips

IJOAB: Extended Field Trips

JLCD: Administration of Medication

GBAD: Criminal Record Information Policy

GBADA: Fingerprint-based Criminal History Record Information (CHRI) Checks

LEGAL REFERENCES:

M.G.L. c.71, section 37N

EXTENDED FIELD TRIP WAIVER
WAIVER AND RELEASE OF LIABILITY

I/We, _____, as parent(s) or guardian(s) hereby acknowledge my/our knowledge of and consent to the participation in a school-sponsored trip to _____ (location) on _____ (date), (said trip referred hereinafter as “the released activity”) by _____, a minor child and student enrolled in Franklin Public Schools.

For good and valuable consideration, the sufficiency of which I/We hereby acknowledge, I/We do hereby waive, release and forever discharge Franklin Public Schools, the Town of Franklin, and their respective employees, agents, board members, officials, servants, volunteers, and representatives (hereinafter collectively referred to as “the released parties”), and others for whom the released parties may have legal responsibility, from and against any and all actions, claims, demands, causes of action, responsibility and liability for injuries, losses, or damages, including but not limited to personal injury, bodily injury, and/or property damage, which I/We may have had in the past, may now have, or may have in the future as a parent/guardian of said minor child arising in any way, directly or indirectly, from said minor child’s participation in the released activity, and any travel related thereto.

For good and valuable consideration, the sufficiency of which I hereby acknowledge, I/We do hereby agree to indemnify and hold harmless, including the costs of defense, the released parties, and others for whom the released parties may have legal responsibility, from and against any and all actions, claims, demands, causes of action, responsibility and liability for injuries, losses, or damages, including but not limited to personal injury, bodily injury, and/or property damage, which arise in any way, directly or indirectly, from said minor child’s participation in the released activity and/or any travel related thereto.

I/We hereby acknowledge and agree that participation in the released activity is completely voluntary, that the minor child and I/We are free to choose to not participate in the released activity. I understand that the minor child’s participation in the released activity, and/or any travel related thereto, may involve a risk of serious personal injury, bodily injury and/or property damage. I/We understand and acknowledge that I/We am/are consenting to the minor child’s participation in the released activity with full knowledge of the dangers involved therewith. I/We hereby agree, on my/our own behalf and on behalf of the minor child, to expressly assume and accept any and all risks of personal injury, bodily injury and/or property damage, with full knowledge that the released parties, and others for whom the released parties may have legal responsibility, will not be liable for any such injury or damage.

I/We hereby represent that I/We am/are the custodial parent(s) and/or guardian(s) of _____ and have full legal authority to execute this Waiver and Release of Liability on behalf of the minor child, on my/our own behalf, and on behalf of my/our family as a parent and/or guardian of the minor child.

I/We have been advised by the Franklin Public Schools of recent and applicable travel advisories on travel for American citizens issued by the United States Department of State. We have undertaken such

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investigation of the effects of these travel advisories as we deem necessary. We hereby declare that the participation of the student in the released activity/trip is voluntary and undertaken with full knowledge of the risks inherent in participation in the trip.

I hereby agree to provide emergency contact information, medical information and insurance information regarding my child to the Franklin Public Schools as requested by Franklin Public Schools prior to my child's participation in the released activity.

I/We hereby acknowledge that I/We have had full opportunity to read and review this Waiver and Release of Liability and understand its contents. I/We execute this Waiver and Release of Liability voluntarily and freely.

THIS IS A RELEASE OF CLAIMS AND WAIVER OF LIABILITY

READ CAREFULLY BEFORE SIGNING

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

Witness to Signature(s): _____ Date: _____

Witness Print Name: _____

Original Waiver to Office of Superintendent

Copy to Building Principal

TRAVEL AUTHORIZATION FORM

A request for travel authorization and funding must be prepared at least 7 months in advance of the time the funds are needed for travel.

Requests shall be submitted by club advisors or other persons responsible for a student activity trip. The request shall be submitted to the Superintendent with the approval of the School Principal in accordance with policy IJOAA or IJOAB and shall abide by the Administrative Procedures for Student Travel.

Please answer all questions

Date of request:	
Date funds needed:	
Destination and purpose of trip:	
Estimated departure and return times:	
Number of persons traveling:	
Estimate of cash required for tips and other various sundry items:	
Estimate of expenses, inclusive of all costs:	
Check Number and Date of Payment:	
Signature of person requesting authorization:	
Signature of the School Principal authorizing the request:	
Signature of Superintendent* for out of state or extended field trips:	

*Signature of Superintendent indicates recommendation to School Committee in advance of extended field trip.

TRIP INCOME AND EXPENSE REPORT**(Completed by Advisor, submitted to Principal's Office and submitted to Business Office)**

ACTIVITY NAME _____ ADVISOR NAME _____ GRADE(S) _____

DATES OF TRIP _____ TRIP DESTINATION _____

EXPENSE DETAIL**REVENUE DETAIL****(attach additional supporting documentation as necessary)**

TOTAL COST OF BUSING		NUMBER OF STUDENTS ATTENDING	
TOTAL ADMISSION COST		COST PER STUDENT	
OTHER MISCELLANEOUS COSTS (list):		(A) TOTAL COLLECTED FROM STUDENTS	
		NUMBER OF STUDENTS SUBSIDIZED BY PRINCIPALS ACCOUNT	
		(B) TOTAL DUE FROM PRINCIPAL'S ACCOUNT	
TOTAL COST OF TRIP		TOTAL REVENUE (A+B)	

DETAIL OF PAYMENTS FOR THIS TRIP

CHECK DATE	CHECK NUMBER	VENDOR PAID	AMOUNT
		TOTAL	

DETAIL OF DEPOSITS FOR THIS TRIP

DATE OF DEPOSIT	DEPOSIT PREPARED/SUBMITTED BY	AMOUNT
TOTAL AMOUNT DEPOSITED (MUST EQUAL TOTAL COST OF TRIP):		\$

ADVISOR'S SIGNATURE _____ DATE _____

PRINCIPAL'S SIGNATURE _____ DATE _____

RETAIN A COPY OF THIS FORM FOR YOUR RECORDS