

SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

SPONSOR'S APPLICATION FOR PERMISSION TO PLAN AN OFF-CAMPUS FIELD TRIP OR ACTIVITY

School _____

Date _____

To: _____, Principal

From: _____, Teacher

Request is made for _____

Group/Class

to be given permission for the following field trip/activity:

Instructional Objective: _____

Approval process:

1. *In-county Approval: School Principal*
2. *Out-of-County Approval: School Director*
3. *Overnight Approval: Assistant Superintendent*
4. *Out-of-State Trips require the submission of a School Board agenda item*

Number of students involved: _____

Place/or Destination: _____

Dates: From _____ To _____

Departure: Time _____ Return Time _____

Drivers of private vehicles have been informed of liability, have a current Level II background screen, will use an appropriate vehicle per Board Policy 8660, have a valid Florida Driver's License, and completed **Statement of Insurance on Private Vehicles** form.

_____ Yes _____ No (check one)

Chaperones: _____

_____ Principal's Initials *Principal/School Secretary has verified all chaperones are registered volunteers.*

**Note: This form will not be approved if chaperones are not Board approved registered volunteers*

Accommodations (If required): _____

It is understood that **Parent Permission and Responsibility Statements** (permission slips) will be obtained prior to starting the field trip/activity.

Approved: _____
Principal

_____ Date

Approved: _____
Elementary or Secondary Leading & Learning

_____ Date