

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