

Field Trip Approvals: Sample School Committee Questions. These have been accumulated from prior field trip approvals and can change. It is helpful to have this information summarized in a document as part of your field trip proposal to Administration and the School Committee. See also sample cost breakdown sheet.

- Security/Safety - please obtain information from the tour provider as to what their cancellation policy is should the District decide at a later date that the trip cannot take place due to security or weather concerns.
- 3rd party provider/liability - the tour is arranged through 3rd party providers. Please explain/advise who is contracting with the tour agency - is it the school District or the students directly? If the students are contracting directly, we need a copy of the liability/release to review.
- What is the estimated cost per student including travel, accommodations, food, spending money, and other.
- What is the cost of the insurance for students?
- What is cost to chaperones? Or is the cost spread among students?
- What fundraising opportunities will be provided. Show how this will defray some of the cost per student.
- How will low income/financially needy students be provided access to this activity?
- Is the trip required for all students in this class (or group?) If not, how will teacher accommodate students who do not go on trip?
- The cost estimate is based on X number of students. If fewer or additional students go, will the cost per student change?
- Make sure parents understand that if a student backs out of a trip, the district is not responsible for the cost.