



Initial Field Trip Authorization

Please complete and return to Anne Jackson in the 10th Grade office 5 weeks prior if trip is within the Tri- County area or 7 weeks for out of County trips.

Date of Trip _____ Person requesting Trip _____

Group Name _____ Student Grade Levels: _____

Subs needed: Yes _____ How Many? _____ No _____

Check School days of Trip: Mon Tues Wed Thurs Fri

Local (Tri-County) _____ Out of Tri-County _____ International _____ Water Related: Yes _____ No _____

Length of Trip: One Day _____ Overnight _____ Number of School days: _____ After School _____

Destination Name & Address:

School Departure Date & Time _____ Return to School Date & Time _____

Educational Purpose for Trip: _____

Method of Transportation:

Activity Bus _____ SBBC School Bus _____ Charter Bus _____

Rental car _____ Adult Vehicle _____ Student Drivers _____

SANS form _____ (if money is being collected). How is trip being funded? _____

Approx. # of Male Students: _____ Approx. # of Female Students: ----Total Students: _____

of Male Chaperones: _____ # of Female Chaperones _____ Total Chaperones _____

For office use only

Approved

Approved with changes

Unapproved

Comments from Administration:

PLEASE COMPLETE BOTH SIDES OF DOCUMENT.

Male Chaperone Name & Title: _____ SBBC or OTHER
 Emergency Contact Name & #: _____

Male Chaperone Name & Title: _____ SBBC or OTHER
 Emergency Contact Name & #: _____

Female Chaperone Name & Title: _____ SBBC or OTHER
 Emergency Contact Name & #: _____

Female Chaperone Name & Title: _____ SBBC or OTHER
 Emergency Contact Name & #: _____

CHAPERONE SCHEDULE GUIDELINE FORM

The School Board of Broward County (SBBC) Field Trip Policy 6303 requires at least two SBBC employee chaperones for every fifty students on any District or School sponsored field trip. Schools may partner with each other to share employee chaperones when appropriate.

For Local Field Trips under 50 students: A minimum of two chaperons is recommended, one of which must be an SBBC employee. When fifty (50) or more students are participating, at least two SBBC employee chaperons are required for every fifty students

For Non-Local Field Trips (outside the tri-county area, overnight or water-related): A minimum of two SBBC employee chaperons is required. Please use the **General Chaperone Chart** below when planning non-local field trips.

GENERAL CHAPERONE CHART FOR NON-LOCAL FIELD TRIPS

Number of Students Participating	Minimum Number of Chaperones Required	Minimum Number of <u>Employee Chaperones</u> Required
1 - 10	2	2
11 - 20	3	2
21 - 45	4	2
46 - 70	5	2 if 50>
71 - 95	6	3 if 75>
96 - 120	7	4 if 100>
121 - 145	8	5 if 125>
146 - 170	9	6 if 150>
171 - 195	10	7 if 175>
196 - 220	11	8 if 200>
221 - 245	12	9 if 225>
246 - 270	13	10 if 250>
271 - 295	14	11 if 275>
296 - 320	15	12 if 300>
321 - 345	16	13 if 325>
346 - 370	17	14 if 350>
371 - 395	18	15 if 375>
396 - 420	19	16 if 400>

PLEASE COMPLETE BOTH SIDES OF DOCUMENT.