

**FIELD TRIP APPROVAL FORM
OVERNIGHT TRIP OUTSIDE OF MASSACHUSETTS**

The School Committee must approve ALL overnight trips. This form must be submitted to the Superintendent's Office BEFORE any deposits or commitments are made for the School Committee to approve at a regularly scheduled meeting.

Dates of Trip Teacher in Charge

Chaperones

Club or Class involved Number of Students

Ratio of chaperones to students

Destination: Name Location

Telephone

(Include Date and Time) Leave Sutton Return to Sutton

Number of School Days Missed (if any?)

Traveling by Carrier

List (or attach) proposed itinerary, including each flight number and times of departure and arrival:

Accommodations at destination (including telephone numbers):

Total cost of trip Total cost to students

Teacher's Signature Date

Principal's Approval Date

Signature of School Committee Chair Date