



APPLICATION FOR STUDENT TRAVEL First Aid Kit : X

School Name Thomas Kelly High School Area 25 Unit Number 46181

Travel Destination _____

Travel Days and Dates Total Number of Travel Days _____ Departure Date/Time _____ Return Date/ Time _____

Check One: Educational Travel Non-Educational Travel

Sponsoring Teacher _____

Purpose of Travel _____

Use an additional sheet of paper if needed to explain the purpose of the trip.

Educational benefits to be derived from trip/tour: _____

Check One: [see reverse] Category 1 Category 2 Category 3 Category 4
Name of Tour Operator [If applicable] _____ Tour Operator Tel. No.
Name Bus Company _____ Bus Company Tel. No.
Tour Leader _____ Tel. No. Day _____ Emerg:() _____

PARTICIPANTS

Grade Level of Students: _____ Number of Students _____
Number of Parent Volunteers: _____ + Number of School Staff _____ = Total # of Chaperones _____
Total # of Participants _____
Name of Chaperones including Teachers _____

A minimum of two (2) chaperones are required on all trips and (1) chaperone for every ten (10) students thereafter

FINANCIAL Cost of the Trip/Tour \$ _____ Cost per person \$ _____
Trip Funding: From Student Fees \$ _____ From Fund Raising \$ _____ From Grants \$ _____
From School Funds \$ _____ Enter Budget Classification _____ - _____ - _____ - _____

Cost of the Chaperones to be paid from: Student Fees _____ Fund Raising _____ Grants _____
School funds _____ Adults _____

INSURANCE

THE BOARD PROVIDES A TRAVEL ACCIDENT AND SICKNESS BENEFIT FOR APPROVED FIELD TRIPS AS DESCRIBED IN THE BOX ON THE REVERSE SIDE.

SCHOOL PRINCIPAL CERTIFICATION:

I, _____ Principal of the _____ School,
certify that (1) release form are on the file at this school for each student and chaperone who will participate in this trip/tour; (2) that
buses departing Chicago be on the Current Approved Bus Vendor Listing or Certified Coach Listing and (3) that no student has been
excluded due to financial reasons.

APPROVAL OF TRAVEL:

REGION EDUCATION OFFICER (Required for trips in Categories 1, 2, &3.) Date _____

CHIEF EDUCATION OFFICER (Required for trips in Categories 1 and Appeals) Date _____

Student Travel Instructions

Category 1. Category 1 includes (A), trip outside the borders of the U.S. and (b) trips using Discretionary funds in the amount of \$10,000 and over. The principal must submit the "Application for student travel" and a Board Report to the Region Education Officer 45 calendar days before the monthly meeting of the board of the trustees, preceding the trip or 45 calendar days before the disbursement of any funds whichever is easier. If the R.E.O approves the proposed trip, the R.E.O will forward the board report to the Office of the Chief Education Officer for routing and signature and placement on the board meeting. If the R.E.O does not approve the trip, the R.E.O. must cite reason to writing, and the principal may appeal the decision to the Chief Educational Officer. No funds or deposits shall be disbursed approval of the Board Report.

Category 2. Category 2 includes (A), overnight or out-of-state trips which are paid from student fees and/or fund-raising efforts and (B) trips using Discretionary Funds under \$10,000. Trips in this category do not require Board Reports. The principal must submit the "Application for student Travel!" to the R.E.O for review and approval five workdays prior to travel or the disbursements of any funds, whichever is easier. No funds or deposits shall be distributed before approval of the application by the R.E.O. The R.E.O will return the original application to the school, within five work days, and forward a copy to Risk Management.

Category 3. Comprises one-day field trips. The principal must submit the "Application for Student Travel" to the R.E.O. at least five work days prior to the trip. The R.E.O. will return the approved application to the school and forward a copy to Risk Management.

Category 4. Comprises Academic, ROTC and athletic activities which are **NOT** scheduled through centrally-determined league schedules require the principal to submit an "Application for Student Travel" to R.E.O. for review at least five workdays prior to the trip. **Exempt Travel-** Academic, ROTC, and athletic activities which **ARE** scheduled through centrally-determined league schedules are considered to be part of the student's schedule, and are not considered as student "trips" for purposes of this policy. Likewise, trips for students with disabilities for whom travel is an integral component of their education, as documented in the student's Individual Education Plan, are not considered as student trips for purposes of this policy. These trips do not require the "application for Student Travel", and do not provide accident and sickness insurance.

Non-Educational Travel. Non-Educational trips include but are not limited to trips to amusement parks, and/or recreational facilities. Non-Educational trips will not be approved when travel is scheduled during school days while school is in session. Non-Educational trips may be approved for after-school hours. No Discretionary Funds are to be used for non-educational trips, and these trips must conform to appropriate guidelines in the above Categories.

Required Forms. The School must file the "Application for Student Travel" and the signed "release Form" for each participating student and from participating adult chaperones. The school must return originals of each of the release forms and a copy of the Board Report and/or the "Application", on file. Signatures on these documents shall be actual signatures, i.e., no stamps and no initials.

For trips that require the signing of contracts or legal documents which contain "hold harmless" clauses: Principals are advised that all such contracts require prior review and approval by the Board Attorney. Documents must be submitted thirty days in advance of these trips, to allow time for contract review by the Law Department.

MEDICAL EXPENSE COVERAGE – OUT OF STATE OR OVER NIGHT FIELD TRIPS

Please take this approved Application for Student Travel with you on the trip. In the event an accident or illness arises, the tour leader will be able to provide evidence of medical expense coverage if treatment is necessary.

Coverage Certification: The Board of Education of the City of Chicago under the Extracurricular Medical Expense Plan provides excess medical expense coverage for all participants in approved field trips which are out of state or involve an overnight stay.

Medical Expense Benefits: Subject to plan terms and conditions, this plan provides up to \$10,000 in excess medical expense benefits for medical expenses not covered by other insurance or medical expense plans due to accidents or illness without deductible or coinsurance. A maximum benefit of \$20,000 applies to out of country trips.

Claims Administrator: Additional information regarding this plan can be obtained from CPS Risk Management, 1819 W. Pershing Road 5C, Chicago, IL 60609 Telephone: (773)535-8106

ACCIDENT AND SICKNESS-PROCEDURES

School personnel should follow Safer 100 Report of Accident or Injury to Student or Visitor instruction on how to respond to an accident and parent guardian notification procedures. The school must complete and submit this form to the Bureau of Risk and Benefit Management. Employee injuries must be telephoned to (312)850-2263. Questions, call Risk Management (773) 535-8106.

All participants or parent/guardians should be advised to immediately report any accident or illness to their primary care provider if required to do so by their insurance plan including HMO plans.

The Board and/or the Region Education Officer, ("R.E.C.") in Category 1 and the R.E.C. in all other categories, reserve the right to disapprove trips when, in the judgment of the Board or and R.E.C., circumstances may jeopardize the safety of students and chaperones.

"Have a Safe Trip". OFFICE OF SCHOOLS & REGIONS