

Please send to Karen Heinrich

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## OREGON CONFERENCE FIELD TRIP REQUEST FORM

- ☐ - In Conference – Day Trip *Local School Board approval only. Do not return to conference office.*
- ☐ - In Conference - Overnight *Must be turned in to conference office 3 weeks prior to event.*
- ☐ - Out of Conference - Within the NPUC *Must be turned in to conference office 4 weeks prior to event.*
- ☐ - Out of Union *Please submit to conference office by: October 1, January 1, or April 1 for Board of Education approval.*
- ☐ - Out of Division Mission Trip *Please submit to conference office at beginning of school year for spring mission trips. Consult with your superintendent for trip occurring at other times of the year.*

SCHOOL\_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

TEACHER\_\_\_\_\_

GRADE(S)\_\_\_\_\_

DESTINATION\_\_\_\_\_

# OF FEMALE STUDENTS\_\_\_\_\_

DATE(S) OF TRIP\_\_\_\_\_

# OF MALE STUDENTS\_\_\_\_\_

# OF FEMALE CHAPERONES\_\_\_\_\_

# OF MALE CHAPERONES \_\_\_\_\_

### Background check must be completed on all Chaperones/Supervisors/Drivers

☐ Names submitted for background check Date\_\_\_\_\_

☐ Approval received from conference office Date\_\_\_\_\_

EDUCATIONAL GOAL OF TRIP\_\_\_\_\_

HOUSING ARRANGEMENTS \_\_\_\_\_

MODE OF TRANSPORTATION\_\_\_\_\_

School Board Approval Yes ☐ Date\_\_\_\_\_

### SIGNATURES:

School Board Chair\_\_\_\_\_ Date\_\_\_\_\_

Principal/Head Teacher\_\_\_\_\_ Date\_\_\_\_\_

Superintendent\_\_\_\_\_ Date\_\_\_\_\_

Board of Education Approval (out of Union only) Yes ☐ Date\_\_\_\_\_

NAD Approval (out of Division only) Yes ☐ Date\_\_\_\_\_