



# Diocese of Steubenville

Office of Christian Formation and Schools

## Overnight or Out-Of-State Field Trip Approval Request

School/Parish:		Date Request Submitted:	
Individual(s) Requesting Trip:			
Position:			
Class/Group:			
Purpose of Trip:			
Date(s) of Trip: Depart		Return	
Time of Departure:		Time of Return:	
Trip Destination:			
Transportation to be Used:			
Number of Students:	Number of Adults (not including bus drivers)	School Time Missed:	
Cost of Trip:			
Cost Per Student:			
Funding Source:			
Will the cost prevent any student from participating if s/he does not have money to go?			
Is this an overnight trip:      Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, complete the following information for EACH NIGHT (continue on back if necessary)			
Name of Hotel:			
Address of Hotel:			
Type of Accommodations (ex: #per room, adult/student ration per room, etc.):			
How will students be monitored by chaperon(s) at night?			

<b>Rationale for Trip:</b>

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**Signature of Teacher/Sponsor**

**Approval: Principal/Pastor's Signature**

**SUBMIT THIS FORM TO THE OFFICE OF CHRISTIAN FORMATION AND SCHOOLS**

***Diocesan Policy Statements***

*The Diocese of Steubenville recognizes the importance and value of trips for educational or formational field study and approves of these visits to places of culture, educational or religious significance...However, if out-of-state field trips, or any field trips to foreign countries are planned, these must have ultimate approval of the Diocesan Director for the Office of Christian Formation and Schools.*

*The following shall be provided for when any field trips are being planned:*

- 1. Adequate supervision by qualified adults, including one or more employees of the Diocese, school or parish. Policy C.3 of the Decree on Child Protection must be adhered to strictly for any overnight activity; otherwise said activity is to be cancelled. By definition, **All volunteer chaperons** for over-night or Day-long field trips in excess of three hours are to be considered "Regular Volunteers" (see p. 7, Decree on Child) and therefore must have attended an orientation workshop on the Decree on Child Protection and completed the Child Protection Policy Certification Form, and have current BCI and FBI (needed if not living in Ohio the last 5 years) checks on file with the school/Parish, (Policy A.2, B.1 Decree on Child).*
- 2. Waivers by all adults and all parents/guardians of field trip participants taking any field trip for all claims against the Diocese, school or parish for injury, accident, illness or death occurring during, or by reason of the field trip.*
- 3. Proper insurance for students, personnel, and equipment.*
- 4. Inclusion of a proper first aid kit. It is recommended that a fire extinguisher also be provided.*
- 5. Permission in written form from each field trip participant's parent or legal guardian.*

*Commercial carriers or contracted transportation is the most desirable method to be used for field trips and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. Please consult the Transportation Policy for additional guidelines on vehicle use and driver information/requirements.*

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**Signature of The Director for the Office of Christian Formation and Schools**

**Date Approved**