

FENWICK HIGH SCHOOL  
OVERNIGHT/EXTENDED TRIP AUTHORIZATION FORM

\*\* APPROVAL REQUIRED PRIOR TO COMMUNICATION TO STUDENTS/ PARENTS\*\*

Trip Destination(s): \_\_\_\_\_

Trip Dates: \_\_\_\_\_

Trip Organizer: \_\_\_\_\_

Brief Description - Purpose Including Educational, Service or Other Benefit for Students:

Expected Number of Students and any Restrictions: \_\_\_\_\_

Expected Number of Chaperones (minimum of 1 per 8 students and overall minimum of 2;  
Need to satisfy all compliance requirements): \_\_\_\_\_

Travel or Tour Operator Information (cannot but booked until approved): \_\_\_\_\_

Expected Total Cost of Trip: \_\_\_\_\_

How will Trip be Funded: Budget \_\_\_\_\_ Student Payment \_\_\_\_\_ Fundraiser \_\_\_\_\_

Business Office Approval of Trip Budget/Cost \_\_\_\_\_  
(Required before soliciting students, preferably before obtaining trip approval)

Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Approval\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*All Athletic overnight trips, outside of regular season and playoff games, must be approved by the Athletic Director prior to getting Principal approval.

**NOTE: Upon approval by the Principal, the Trip Organizer will be responsible for ensuring that all required documentation is completed and a copy of the completed documentation is provided to the Principal's Office at least 2 weeks prior to the date of the trip. A list of students attending should be provided to the Business Office (Susan Heglin) when confirmed. Please note that if a student has a delinquent tuition balance, they will not be allowed to attend the trip unless their tuition is current. Also, if documentation is incomplete, the trip may be cancelled.**

**(See attached checklist and list of required documents prior to requesting approval).**

FENWICK HIGH SCHOOL  
OVERNIGHT AND EXTENDED TRIPS  
CHECKLIST AND LIST OF REQUIRED DOCUMENTS

**Checklist of Required Actions Prior to any Trip:**

**Phase I**

- Complete Trip Authorization form and obtain Principal's Approval.
- If using a travel agency or company provide information/brochure to Nancy Bufalino.
- A budget for the cost of the trip or trip price should be submitted to the Business Office prior to soliciting students.
- If trip requires use of a Fenwick bus for transportation, please see Jerry Ruffino and complete the Transportation Request Form.
- **Trips out of the country, medical insurance is needed.** Nancy Bufalino or Susan Heglin will need to review proposed medical insurance and approve. This is required to meet the needs of our insurance carrier as well as provide protection for our students.
- All chaperones will need to comply with all Protecting God's Children Compliance Requirements as determined by the Archdiocese. Contact Trish Grigg for a complete list of requirements.
- All students attending the trip need to be current with their tuition. Any student with a delinquent tuition balance will not be allowed to attend the trip unless their tuition balance is brought current prior to the trip. Provide to the Business Office a list of students attending when available.

**Phase II (Required minimum of 2 weeks prior to trip departure)**

- Ensure all "Required Documents" below have been completed and a complete package of all forms submitted to the Principal's Office. Complete package will be maintain in Dean's Office.
- Completed compliance documentation for all chaperones provided to Trish Grigg
- Provide to the front desk a list of all participants (students and chaperones) including all contact information.
- Failure to provide all documentation on time could result in the trip being cancelled.

**Required Documents:**

Student/Parent Forms

- Permission/Release
- Parent/Guardian Contact Info and Medical Info/Consent
- Medical Information
- Student Conduct Policy

Chaperone Forms

- Release
- Medical Information
- Virtus Compliance (Including Background Check)

Organizer

- Full Contact Information for Trip Organizer and all Chaperones
- List of Students Attending
- List of Chaperones Attending
- Itinerary Including Travel Information and Daily List of Activities
- Travel Agency Information (if Applicable)
- Transportation Request Form for Fenwick bus (if Applicable)
- Proof of Medical Insurance for Foreign Trips

- Any Other Documentation Provided to Students, Parents and Chaperones