CHELSEA SCHOOL DISTRICT FIELD TRIP REQUEST FORM

The Chelsea Board of Education, through its policies, has established rules regarding field trips:

A. Trips under seventy-five (75) miles away from the school must be approved by the principal responsible for the teacher/program requesting the trip.
B. Trips greater than seventy-five (75) miles away from the school, all overnight trips, trips including a Sunday, and all out-of-State trips, must be approved by the principal and Superintendent.
C. All trips outside the United States and trips that require students to miss five (5) or more days of classroom instruction must be approved by the Board. Requests are made to the supervising principal. The Superintendent shall provide a recommendation to the Board.

Trips requiring Board approval are to be submitted at least 30 days before the scheduled trip, and allow the Board two regularly scheduled meetings for consideration; and prior to confirming with students and parents that the trip will occur.

Teacher/Sponsor Name: Jordan Raft	**Group Name:** Europe Trip
Destination: Berlin, Prague, Budapest, Krakow	**Mileage One-Way:** 4000 Miles
Date(s) of Field Trip: July 27th - August 5th (allowing 3 days on either end for flight confirmation) of 2028	
Departure time: TBD	**Return time:** TBD
Instructional objective and purpose of the trip: Attach any supporting documents	The goal of the Europe trip is to expand students knowledge of different cultures and experiences outside of familiar places. Traveling at a younger age encourages more independence, confidence and cultural awareness.
Cost of the trip: $4300	
How will students be transported? By plane Click HERE for Staff Only CSD site for Transportation	
Number of students attending: Estimated 35 Students	
Names of Chaperones (a 1:8 ratio is required): Estimated 6 Chaperones	
Will substitute teacher(s) be required? No Click here **If yes, how many?**	
Are there scholarship opportunities available? No **If yes, explain.**	
Does the trip involve a Sunday? Yes **If yes, what provisions have been made for students who wish to attend religious services?** We will offer services who want to attend worship	

Principal Approval (under 75 miles)	**Superintendent Approval (over 75 miles, within US)**	**Board Approval (out of country and over 5 days out of school)** ☐ yes ☐ no
Amanda Clor	Michael J. Kapolka	
Signature	**Signature**	**Signature**
Date 11/09/2026	**Date** 11/09/2026	**Date**