

REQUEST BY A DISTRICT EMPLOYEE FOR PERMISSION TO ARRANGE A PRIVATELY SPONSORED STUDENT EXCURSION

(Note: This procedure and form are only for use in a trip that has no sponsorship by the Eastmont School District. If there is any form of district sponsorship, procedures for Policy 2320 must be followed.) **This form must be filed at least two weeks prior to soliciting students, contacting parents, advertising, or making any arrangements for the excursion.**

Eastmont School District Policy 2320 states in part, that **“No staff member may solicit students for any privately arranged field trip or excursion without permission of the superintendent or his/her designee.”**

In order to obtain the superintendent’s permission for such a trip, an employee must:

- (a) provide the following information and procedural assurances, and *if approval is granted,*
- (b) provide a signed informed consent form for each parent, guardian, and adult participant on such a trip.

1. Name of employee arranging trip: _____
2. Names of any other district employees who will be participating in the trip:

3. Destination: _____
4. Dates: _____
5. Travel Arrangements/Sponsor Agency: _____
Address: _____ Phone Number: _____
6. Cost per participant: _____
7. Will there be fundraising activities? yes no
8. Will employee be receiving benefits? (e.g. free travel, stipend, etc.) yes no
If yes, please describe: _____
9. Do you agree to the following six procedures? *(If any are checked “no”, please attach an explanation.)*
 - a. Yes No
Provide proof of liability insurance. A copy of the certificate must be on file before the start of a trip. Minimum limits are \$2 million.

b. Yes No

Be prepared to account for funds; be responsible for following standard banking practices; and maintain liability for any fraud or loss. There will be no co-mingling of funds with district accounts, including ASB. (Note: If funds are mingled in an ASB account, the trip is no longer a “privately arranged trip” and will then be subject to district policy governing overnight/out-of-state field trips, including approval by the Board of Directors.)

c. Yes No

Ensure that the following disclosure statement is on all brochures, flyers, and/or posters:

“This is not a School District sponsored event. The Eastmont School District has neither reviewed nor approved the program, personnel, activities, or organizations announced in this flyer, and undertakes no responsibility to supervise these events. Participation in this event or activity by any Eastmont School District employee is on his or her own time and behalf, and not as part of their employment with the district. All compensation or profit to coaches, sponsors or other employees is not from district funds. No profit is returned to the district other than facility rental fees. Such participation by employees or permission to distribute this flyer should not be considered a recommendation or endorsement of the program by the district. In consideration of the privilege to distribute these materials, the Eastmont School District shall be held harmless from any cause of action or claim arising out of the events or activities advertised in these materials, including all costs, attorney fees and judgments or awards.”

d. Yes No

Ensure that brochures, flyers, and/or posters:

1. Do not have “Eastmont School District” or the name, or initials of any school in any way other than the disclosure statement;
2. Do not contain any school address, school phone number, or staff member’s school e-mail address;
3. Do not include language that checks should be made out to the Eastmont School District, E.S.D., or ASB;
4. Are not to be printed on school or district purchased paper or duplicated using a school or departmental Xerox machine; and
5. Are not to be mailed using the district’s non-profit postage permit.

e. Yes No

Fundraising will not occur on school time or using school materials and or facilities. All fundraising advertisements must contain the same disclosure statement (c) as all other advertisement for the activities.

f. ___ Yes ___ No

Sponsor will obtain a signed informed consent form (2320F8b) from each parent, guardian, and adult participant in the trip and provide an original copy of each signed form to Assistant Superintendent before the trip begins.

The above information is correct, and I intend to follow all procedures as outlined above. I request permission to arrange this excursion outside the scope of my duties as an employee of the Eastmont School District.

_____	_____
Employee Signature	Date
_____	_____
Principal/Supervisor Signature	Date

_____ has permission to arrange the excursion described above in accord with the procedures of this permission form.

_____	_____
Superintendent/Designee Signature	Date