

OVERNIGHT FIELD TRIP PARENTS' Materials Checklist and Deposit Information

Description of Form	Status/Instructions	Returned to Trip Leader Check-off
Overnight Permission Form (form C10)	Must be signed and returned by 10/28/2022	
Substance Abuse Information & Release (C2 & C3)	FYI; Does not need to be signed and returned	
*Travel Insurance Option Form (see below) (form C9)	Must be signed and returned by 10/28/2022	
**Check for \$100 to agency handling trip (see below)	By 10/28/2022	
**Check for \$359 to agency handling trip **Check for \$400 , minus any moneys in fundraising account, to agency handling trip	By 12/02/2022 By 2/24/2023	
Field Trip Student Release (form C1)	Must be returned <u>with notary stamp</u> and signature by 12/02/2022 (w/ 2 nd payment)	
Medical Information and Authorization Form (form C5)	Must be returned <u>with notary stamp</u> and signature by 12/02/2022 (w/ 2 nd payment)	
Release for Parental Attendance (when applicable)	<i>(Contact Trip Advisors for inquiries)</i>	
Checklist and Deposit Schedule Form (this form)	Must be signed and returned by 2/24/2023 (w/ final payment)	
Final Trip Information Page	(FYI)	n/a
Substance Abuse Notification and Screening Report	(FYI)	n/a
Trip Itinerary	(FYI)	n/a
Travel Agent's Contract	(FYI)	n/a

* If you opt to purchase Travel Insurance, you must purchase it DIRECTLY from an insurance company. The District does not provide, nor sell, travel insurance for students.

**Due to District requirements for Overnight Field Trips, students shall make this check payable to "Short Hills Tours".

I confirm that I have received all aforementioned forms, materials and information, and I have completed and submitted all forms and payments according to the schedule above:

Parent Signature

Date: _____ **RETURN THIS FORM WITH YOUR FINAL PAYMENT**

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