



James M. Dorn
DIRECTOR

Activity Trip Insurance

Procedural Directive *Field/Activity Trips* requires the purchase of "Activity Trip Insurance" for students participating in activities sponsored by school activity clubs or trips that are non-educational in nature and are used to reward academic, athletic or behavioral accomplishments.

The cost of this insurance is \$0.70 per student and must be purchased through the Risk Management Office by check at least 3 days prior to the trip. Last minute payment or payment in cash cannot be accepted.

**Please fill in all blanks.
Return this form with your school's check.**

- Date(s) of trip : _____
- School : _____
- Time of trip : _____
- Destination : _____
- Teacher's Name : _____
- Number of students : _____
- Number of chaperones : _____
- Means of transportation : _____
- Grade level : _____

1. Payment must be received 3 days prior to trip.
2. No cash and personal checks can be accepted - submit school checks made payable to APS Board of Education.
3. Payment cannot be refunded unless entire group cancels.
4. Risk Management will send a receipt of payment and proof of confirmation of coverage.

**FAILURE TO FOLLOW THIS PROCESS WILL RESULT IN NO INSURANCE COVERAGE
FOR YOUR ACTIVITY TRIP.**

12/8/08