



Ken McGuire
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 three (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/or 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.**