



Michael W. Brown
SENIOR 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 (5) five days prior for in-district activities, 10 days for in state activities, 15 days for out of state and 20 days for out of country. 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: _____

Time of Trip: _____

School _____

Grade Level: _____

Destination: _____

Teachers Name: _____

Email: _____

Phone Number: _____

Number of Students: _____
(with a list of student names attached)

Number of Chaperones: _____

Means of Transportation: _____

1. Payment must be received 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.