



Todd Torgerson
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: _____

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.

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