



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.

Payment Information:

- The cost of Activity Trip Insurance is \$0.70 per student.
- Payment must be received prior to trip.
- Last minute payment **cannot** be accepted.
- Cash or personal checks **cannot** be accepted.
- Payment cannot be refunded unless entire group cancels.
- Risk Management will send a receipt of payment and proof of confirmation of coverage.

How to Submit Payment:

1. Insurance must be purchased through the Risk Management Office, by check, at least: (5) five days prior for in-district activities, 10 days prior for in-state activities, 15 days prior for out-of-state activities, or 20 days prior for out-of-country activities.
2. A check from the school **must be submitted with this form.**
3. *Please make the school's check payable to: APS Board of Education*

Form Instructions: Please fill in all blanks. A list of student's names must be attached to this form.

Date(s) of trip:

Time of Trip:

School Grade Level:

Destination:

Teacher's Name:

Teacher's Email:

Teacher's Phone:

Number of Students:

Number of Chaperones:

Means of Transportation: