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