

REGULATION 6153(f)
FORM 1

Instruction
Field Trips and Community Service

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be type written and ALL items filled in or marked N/A.

Name of School: Middletown High School

Date of Request: June 17, 2024

Name of Club or Activity: FFA/MHS Ag Science

Trip To: Equine Affaire at Eastern States Expo

Purpose: For Equine Science students to participate in the largest equine industry event on the East Coast.

Number of Students Participating: 16

Number of students eligible to go on the field trip: 16

Dates of Trip: From: 11/7/24 To:

of school days missed: 1

Names of Teachers and Chaperones:

1. Amanda Thomson	5.
2.	6.
3.	7.
4.	8.

Number of Non-Chaperone Adults going on trip: 1

Transportation: Bus Van Train Plane Car Other Ag Bus

Are fund-raising activities planned: No If so, describe:

Amount of money raised through fundraisers:

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$ 18

Cost per Teacher and/or Chaperone: \$ 18

Cost per Nurse: \$ 0
(if necessary)

Cost per Paraprofessional: \$ 0
(if necessary)

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

a. n/a

c.

b.

d. Other

Name of teacher making request: Amanda Thomson

Approved by Department Head at secondary level: 

Approved by Principal: 

Authorized by Chief Academic Officer: 

Superintendent Approval:  Date: 8/27/24