Instruction
Field Trips and Community Service

REGULATION 6153(f)
FORM 1

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 typewritten and ALL items filled in or marked N/A.**

Name of School: Middletown High School Date of Request: 10/1/26

Name of Club or Activity: Dance Team

Trip To: Orlando, Florida Purpose: To compete at the National School Spirit Championship

Number of Students Participating: 18

Number of students eligible to go on the field trip: 18

Dates of Trip: From: 1/28/27 To: 2/1/27 # of school days missed: 3

Names of Teachers and Chaperones:

1. Marisa Vingris	5.
2. Caitilin Nelson	6.
3.	7.
4.	8.

Number of Non-Chaperone Adults going on trip:

Transportation: Bus Van Train (Plane) Car Other

Are fund-raising activities planned: If so, describe: Yes, Sponsors, SnapRaise, Popcorn, Texas Raadhouse, etc.

Amount of money raised through fundraisers: $10,000

Lodging: (Hotel/Motel) Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: $1000 Cost per Teacher and/or Chaperone: $ 1000

Cost per Nurse: $ *(if necessary)* Cost per Paraprofessional: $ *(if necessary)*

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

a. c.

b. d. Other

Name of teacher making request: Marisa Vingris

Approved by Department Head at secondary level: Elisha D Jones

Approved by Principal:

Authorized by Chief Academic Officer:

Superintendent Approval: Date: 10/22/26

Reunification Plan: a reunification plan provides staff and students with a back-up plan in the event groups or Individuals are separated because of unforeseen events (blocked entrance/exit, manmade or natural disasters, lost staff or students, etc.).
Please include:

Communication plan (how will you, the lead, communicate with staff/students at the field trip site and Central Office):

Staff/student accountability (in what way will the presence of staff and students be accounted for throughout the trip, head count, call-in, etc.):

Alternate parking or meeting site (consider where you would meet if the original plan is no longer viable): To exit the field trip site:

For shelter (inclement weather):

Identification of on-site security and first aid:
Identification of field trip co-leader name and telephone number:

Total Adult Supervisors (chaperones) Names/Telephone Numbers:

Name	Cell Phone Number	Name	Cell Phone Number
Marisa Vingris	8609772476		
Caitilin Nelson	8603386840		

Other notes:

BOE Central Office Phone: (860) 638-1401
BOE Transportation Office Phone: 860 638-1418 DATTCO Phone: 860 635-8234 Provide

Copies To: Transportation Department, Principal and Teacher