

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: 12/12/25

Name of Club or Activity: ASTE/Mattabeset FFA

Trip To: SUNY Cobleskill, Cobleskill, NY

Purpose: Agricultural Mechanics and Engineering Career Development Event

Number of Students Participating: 8 ✓

Number of students eligible to go on the field trip: 120

Dates of Trip: From: 3/24/26 To: 3/24/26

of school days missed: 1

Names of Teachers and Chaperones:

1. Michael Kingsbury	5. N/A
2. N/A	6. N/A
3. N/A	7. N/A
4. N/A	8. N/A

Number of Non-Chaperone Adults going on trip:

Transportation: Bus Van Train Plane Car

Other ASTE Bus

Are fund-raising activities planned: N/A If so, describe: N/A

Amount of money raised through fundraisers: N/A

Lodging: N/A Hotel/Motel N/A Camp N/A Private Home N/A

Insurance Arrangements for Staff and Students: N/A

Cost per Student: \$ 0

Cost per Teacher and/or Chaperone: \$

Cost per Nurse: \$ N/A
(if necessary)

Cost per Paraprofessional: \$ N/A
(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. N/A

b. N/A

d. Other

Name of teacher making request: Michael Kingsbury

Approved by Department Head at secondary level:

Approved by Principal:

Authorized by Chief Academic Officer:

Superintendent Approval:

Date: 9/12/26

Form 4 (Extended Field Trip) Narrative

Select students will be participating in CT FFA's annual Agricultural Mechanics Career Development Event, hosted by the State University of New York (SUNY)- Cobleskill's Agricultural Engineering Program. This event will test Agricultural Education students from across the state of Connecticut in their proficiency related to agricultural mechanics and engineering. The events are based on a culmination of skills and experiences that directly relate to Agricultural Education standards and curriculum. The individual events typically include a welding portion, electrical engineering, hydraulic theory, internal combustion engine evaluation and multiple machinery portions that directly relate to either plant systems, animal systems or natural resources/environmental systems. Students will need to display their proficiency not only with their physical skills in regards to mechanical operation and maintenance but also apply engineering principles in terms of mathematical problems, physics equations and overall competency of the content area. This event also embodies the core principles of the FFA, premier leadership, personal growth and career success. Students will demonstrate leadership skills within their team events, expand their horizons during their campus tour portion of the event and receive the opportunity to contemplate future careers while working with Cobleskill professors, alumni and current students. While this is a team (of four) event, individuals ranking in the top 5 in the state, along with the winning team will receive scholarships to SUNY Cobleskill and other post-secondary institutions such as the University of Northwest Ohio. This event is open to all of our Agricultural Education students, however, a maximum of eight students, two teams of four, can compete. ✓