

Instruction REGULATION 6153(f) Field Trips and Community Service 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: 1/26/24

Name of Club or Activity: **Senior Class Trip**

Trip To: **New York city**

Purpose: **Senior Class Trip**

Number of Students Participating: **100 +/-**

Number of students eligible to go on the field trip: **100 +/-**

Dates of Trip: **March 7, 2024**

From: **March 7, 2024** To: # of school days missed:

Names of Teachers and Chaperones:

1. **Lauren Pszczolkowski**

4. **Kate Bysiewicz**

2. **Jennifer Price**

5. **Beth Shapiro**

3. **Patricia Ehnnot**

Number of Non-Chaperone Adults going on trip:

Transportation: Bus: **X** Van Train Plane Car Other: **Boat**

Are fund-raising activities planned: **yes**

If so, describe: **TBD**

Amount of money raised through fundraisers: **N/A**

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

Insurance Arrangements for Staff and Students:

Cost per Student: **\$100**

\$ Cost per Teacher and/or Chaperone: **\$ 100**

Cost per Nurse: **TBD**

\$ Cost per Paraprofessional: **\$ TBD**

(if necessary)

(if necessary)

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

a. b. c. d. other

Name of teacher making request: **Lauren Pszczolkowski**

Approved by Department Head at secondary level: **Elisha De Jesus**

Elisha De Jesus

Approved by Principal: **Dr. Dawn Brooks**

Dr. Dawn Brooks

11/31/24

Authorized by Chief Academic Officer: _____

Superintendent Approval: _____

Date: **2/7/23**

Dr. Vazquez

The senior class of 2024 is planning an exciting senior class trip to New York City on March 7th. Their itinerary includes a lunch and dance party aboard Horn Blower Cruises, where they'll enjoy scenic views of the New York City harbor while making lasting memories with their friends. The trip package covers transportation to the city, a delicious lunch, access to the dance party, and a fun-filled photo booth to capture moments throughout the day. It's an opportunity for the seniors to bond and celebrate their final year together before parting ways after graduation.