

**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: **February 24, 2025**

Name of Club or Activity: **Boy and Girls Indoor Track Team**

Trip To: **NIKE Track & Field Center at the Armory, New York, NY**

Purpose: **to compete in nationals**

Number of Students Participating: **6**

Number of students eligible to go on the field trip:

Dates of Trip: From: **March 13, 2025** To: **March 15, 2025** # of school days missed: **One Day**

Names of Teachers and Chaperones:

|                      |                            |
|----------------------|----------------------------|
| 1. Coach James White | 2. <b>Jamarius Russell</b> |
| 3.                   | 4.                         |

Number of Non-Chaperone Adults going on trip: **6 adults**

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

Are fund-raising activities planned: If so, describe:

Amount of money raised through fundraisers:

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$0 Cost per Teacher and/or Chaperone: \$ **25 per ticket**

Cost per Nurse: 0 \$ Cost per Paraprofessional: \$ 0  
(if necessary) (if necessary)

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

Name of teacher making request: James White

Approved by Department Head at secondary level: 

Approved by Principal: 

Authorized by Chief Academic Officer: 

Superintendent Approval:  A. Varney

Date: 3/5/25