



Overnight/Out-of-State Field Trip Request Form

For Board Meeting On:

Requested Action: That the Board of Trustees approve the trip as follows.

Trip Objective: Robotics Competition

School:	Jefferson High School	Name: Jill Rubacha
Grade/Department:	Engineering Technology	
Destination:	Welland, Ontario, Canada	<input type="checkbox"/> Trip itinerary attached

Educational Purpose:	Robotics Competition
Number of Students:	~14
Number of Adults:	2
Meeting Date w/ Chaperones:	Date: <input type="checkbox"/> Parents have received district requirements for chaperones.
Names of certificated staff accompanying students:	2 Jill Rubacha Brian Bettag

Dates of the field trip:	Date leaving:	Time Leaving:	Date Returning:	Time returning:
	3/6/25	7:00 am	3/11/25	7:00 pm
Method of Transportation:	District:	Contracted:	Private:	Other:
	Activity Bus			

Accommodation	
Name of Hotel(s):	Holiday Inn Niagara Falls – by the Falls
Check-in:	Date: 3/6/25 Time: 7:00 pm
Check-out:	Date: 3/11/25 Time: 7:00 am
Form of Payment:	Debit Card
Who is paying	Broncho Robotics Boosters

Supervision	
No. of students per room:	4
No. of beds available per room:	2
Chaperone lodging: (including payment)	2
No. of Chaperones per vehicle and room:	2

Meals			
No. of Meals:	Breakfast: 6	Lunch: 6	Dinner: 6
Meals paid for by:	JHS Robotics		
Cost and funding source of Trip to Student/Parent:	Included in annual robotics team dues		
Cost and funding source to Corporation:	0		

Principal Signature:

Date: 12/19/24

Superintendent Signature: _____

Date: _____

Tentative Itinerary

Wednesday, March 5 6:00-9:00pm Load box truck with robotics equipment

Thursday, March 6 **Travel Day**

- 6:00 am Students arrive at Jefferson High School
Load personal luggage on activity bus and/or box truck
Passport check before leaving
- 7:00 am Depart Jefferson High School for Welland, Ontario, Canada
- All day Travel to Welland, Ontario, Canada
We will be making many stops along the way.
The approximate route we will be taking is Lafayette-Fort Wayne-Toledo-Detroit-Windsor-Hamilton-Welland
- ~7:00pm Arrive at hotel
Check-in
No planned activities at this time. Students should settled into their rooms.
- 10:00pm Room check/Lights out

Friday, March 7 **Touring Day / Robotics Competition**

- 7:00 am Be down for breakfast at the hotel by this time
- 8:00 am - 2:00 pm Touring in the Welland/Niagara Falls area
- 2:30 pm - 4:30 pm **Load-In Crew**
Travel to the event venue to unload and setup the team pit

All Others

Activities to be scheduled

- 4:30 pm All students arrive at the event venue
- 9:00 pm Pits close, depart for hotel
- 9:30 pm Arrive at hotel
- 10:00 pm Room check/lights out

Saturday, March 8 **Robotics Competition**

- 7:00 am Be down for breakfast at the hotel by this time
We have a limited amount of time for breakfast this morning, do not be late!
- 7:20 am Depart hotel for event venue
- 8:00 am Pits open

- 8:00 pm Pits close, return to the hotel
- 8:30 pm Arrive back at the hotel
Students are free to have social time in the lobby/public areas
- 10:00 pm Room check/lights out

**Sunday, Robotics Competition
March 9**

- 7:00 am Be down for breakfast at the hotel by this time
We have a limited amount of time for breakfast this morning, do not be late!
- 7:20 am Depart hotel for event venue
- 8:00 am Pits open
- 7:00 pm Estimated time the event ends
Pack up pit
Depart for hotel once the event is over and our equipment is packed
- 8:00 pm Arrive back at the hotel
Students are free to have social time in the lobby/public areas
- 10:00 pm Room check/lights out

**Monday, Touring Day - Niagara Falls Area
March 10**

- 7:00 am Eat breakfast at the hotel
- 8:00 am Leave hotel for planned activities
(TBD)
- 10:00 pm Room check/lights out

**Tuesday, Travel Day
March 11**

- 6:00 am Wake up
Load personal luggage on activity bus and/or box truck
Passport check before leaving
- 7:00 am Eat breakfast at the hotel
- 7:30 am Depart Welland, Ontario for Lafayette, IN
- All day Travel from Welland, Ontario for Lafayette, IN
We will be making many stops along the way.
- ~7:00pm Arrive at Jefferson High School
Unload the box truck - all will be dismissed once all robotics equipment is in the building

**Wednesday, Regular school day!
March 12** No scheduled robotics activities