

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
 Name of Club or Activity: BlueTube TV Crew
 Trip To: LA Cali
 Number of Students Participating:
 Number of students eligible to go on the field trip: 20
 Dates of Trip: From: 3/16 To: 3/20

Date of Request: October 11, 2024
 Purpose: The purpose of the trip is to provide students with firsthand experience in the film and social media industries, offering professional insights, hands-on learning, and exposure to career opportunities that extend beyond the classroom.
 # of school days missed: 4

Names of Teachers and Chaperones:

1. Lauren Pszczolkowski	5.
2.	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: yes If so, describe: soup, popcorn, commercials

Amount of money raised through fundraisers: TBD

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$ \$2000 Cost per Teacher and/or Chaperone: \$ \$2000

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. see attached
- b.
- c.
- d. Other

Name of teacher making request: Lauren Pszczolkowski

Approved by Department Head at secondary level: _____

Approved by Principal:  11/4/24

Authorized by Chief Academic Officer: _____

Superintendent Approval:  Date: 11/5/24

Dear Members of the Board of Education,

I hope this letter finds you well. I am writing to propose a trip to Los Angeles, California, for our Middletown High School film and social media students. This trip, which we have organized for several years, has consistently provided our students with invaluable experiences and opportunities that extend their learning beyond the classroom.

During this trip, students will have the chance to explore the heart of the entertainment industry, visiting iconic studios, participating in workshops, and engaging with industry professionals. This first hand exposure to the world of film and media fosters creativity, enhances technical skills, and inspires students to pursue their passions in these fields. Additionally, it allows them to build connections that can be beneficial as they consider their future careers.

To ensure that this opportunity is accessible to all qualifying students, we will implement fundraising initiatives that will help cover the costs associated with the trip. Students who choose not to participate in the trip will continue their education in the classroom, ensuring that their learning remains uninterrupted.

We believe this trip is an amazing opportunity for our students to immerse themselves in a dynamic environment that emphasizes real-world applications of their studies in film and social media. It also encourages teamwork, collaboration, and personal growth as they navigate new experiences together.

Thank you for considering this proposal. I am happy to provide any additional information or address any questions you may have. We are excited about the potential for our students to learn and grow through this experience and hope to gain your support in making it a reality.

Sincerely,



Lauren Pszczolkowski
& The MHS BlueTube TV Crew