

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: Beman Middle School

Date of Request: 2/28/25

Name of Club or Activity: Beman Robotics

Trip To: St. Louis, MO

Purpose: Middle School Robotics Worlds Championship

Number of Students Participating: 5-10 (depending on who qulaifies)

Number of students eligible to go on the field trip: 10

Dates of Trip: From: April 24 To: April 28, 2025 # of school days missed: 3

Names of Teachers and Chaperones:

1. Erin Scholes	5.
2. Sydney White	6.
3.	7.
4.	8.

Number of Non-Chaperone Adults going on trip: 10

Transportation: ☒ Bus ☒ Van ☐ Train ☒ Plane ☐ Car ☐ Other

Are fund-raising activities planned: Yes If so, describe: Popcorn Sale, GoFund Me, Car Wash

Amount of money raised through fundraisers: \$4,000

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

Insurance Arrangements for Staff and Students: Travel Insurance

Cost per Student: \$ about 2,500 Cost per Teacher and/or Chaperone: \$

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. c.
b. d. Other

Name of teacher making request: Erin Scholes

Approved by Department Head at secondary level:

Approved by Principal:

Authorized by Chief Academic Officer:

Superintendent Approval:

Date: 1/16/25

**BEMAN MIDDLE SCHOOL
COVER FIELD TRIP REQUEST FORM**

DATE OF TRIP: April 24-28, 2026**TODAY'S DATE:** 1/7/26**TEACHER IN CHARGE OF TRIP:** Erin Scholes**GROUP/CLASS:** Beman Robotics Team 99088**CHAPERONES ATTENDING:** Erin Scholes & Sydney White**CHAPERONES CELL PHONE:** 847-507-1354 & 860-948-8125**NUMBER OF STUDENTS ATTENDING:** 5-10**DID YOU SUBMIT NURSES FORM:** Yes**DESTINATION:**

America's Center Convention Complex

701 Convention Plaza,

St. Louis, MO 63101

DESCRIBE PURPOSE & HOW IT CONNECTS TO YOUR CURRICULUM:

Robotics Worlds, there is a very high likely hood that 1 of our teams will qualify for Robotics worlds, with a possibility of a second or third. Through competition students practice the engineering design process as they work to build a robot that solves the problem presented by the game. Students design, build, code, test, and redesign their robot throughout the season. They document all of their work in an engineering notebook. Then share that work through an interview with judges.

TRANSPORTATION: Students' Parent will be traveling with them. We will meet at the airport, fly to St. Louis, ride to the hotel, then walk to and from the event. Students will be staying with their parent at the hotel.

DEPARTURE TIME FROM SCHOOL: NA**DESTINATION DEPARTURE TIME:** NA**RETURN TIME TO SCHOOL:** NA**PROJECTED COST FOR EACH STUDENT:** Cost of a hotel room and cost of flights**What will you do to assist students who have a financial burden:**

Beman Robotics Team Student Activity Account

TEACHER/ADVISOR SIGNATURE: _____**DATE:** 2-27-25

FIELD TRIP REQUEST FORM*(Please refer to field trip procedures on page 3)*Today's Date: 1 / 7 / 2026 Person Requesting Authorization: Erin ScholesDate of Trip: 4 / 24-28 / 2026 Origin/School: Beman RoboticsDestination: America's Center Convention Complex Purpose of Trip: Middle School Robotics WorldsTotal Number of Students: 5-10 Total Number of Adults: 7-12 Number of Yellow Buses:
No buses needed Departure Time From School: Destination Departure Time: Return Time To School: *****Departure for school buses 9:15 A.M. and return at or before 1:30 P.M.*****Total Time Estimated: x \$78.68/hr. x buses: Price Before Terminal Charge=
******Terminal charges = (See Note below)******Bill To: NA**NOTE: Terminal Charges are 1 hour of maintenance (½ hr each side of the charter), this will be charged by DATTCO and included in its field trip CONFIRMATION, which will be forwarded to the school secretary and the Field Trip Organizer.**Reunification Plan: *See Page 2*Total Adult Supervisors (chaperones) Names/Telephone Numbers: *See Page 2*Field Trip Organizer/Lead Name: (Signed): Erin ScholesE-mail (Required): scholese@mpsct.orgCell Phone Number (Required): (847) 507 - 1354*******By signing above you guarantee that you have the funds for this field trip*******

1. School bus trips will return to school by 1:30 P.M. or after 4:30 P.M. (in town trips).
2. Submit form to BOE Transportation Department.
3. Do not call the bus company for trips.
4. Requests must be in writing 5 school days before the field trip date.
5. Bus capacity is 77 passengers – (3 to a seat)
6. If any of the rules are not adhered to, your trip will be disapproved.
7. Only Dattco can determine if a trip is drop off and pick up.
8. Additional 1 hour terminal charges (1/2 hr. each side of charter).

Approved by: 
Building Principal/(Activity Director-MHS Only)DATE: 1/7/26Transportation Dept. Signature: DATE:

Reunification Plan: a reunification plan provides staff and students with a back-up plan in the event groups or Individuals are separated because of unforeseen events (blocked entrance/exit, manmade or natural disasters, lost staff or students, etc.).

Please include:

Communication plan (how will you, the lead, communicate with staff/students at the field trip site and Central Office):
Cell phone / communication with chaperones/use of GroupMe app to communicate with all team members and adults

Staff/student accountability (in what way will the presence of staff and students be accounted for throughout the trip, head count, call-in, etc.):

Head count before all departures and at each arrival location. Check-in throughout the day, monitoring of schedule and student locations, head count before departure from venues

Alternate parking or meeting site (consider where you would meet if the original plan is no longer viable):

To exit the field trip site: We will follow the plans and directions of the host venue
Multiple exits are accessible, meeting point is the main entrance

For shelter (inclement weather): We will follow the plans and directions of the hosts

Identification of on-site security and first aid: Security and first aid will be present - provided by hosts

Identification of field trip co-leader name and telephone number: Sydney White 860-948-8125

Total Adult Supervisors (chaperones) Names/Telephone Numbers:

Name	Cell Phone Number	Name	Cell Phone Number
Erin Scholes	847-507-1354		
Sydney White	860-948-8125		

Other notes:

BOE Central Office Phone: (860) 638-1401

BOE Transportation Office Phone: 860 638-1418

DATTCO Phone: 860 635-8234

Provide Copies To: Transportation Department, Principal and Teacher

FIELD TRIP PROCEDURES

1. More than one member of the faculty chaperoning the field trip must have a cellular phone in order to remain in direct contact with the school at all times as well as to communicate with one another in the event a group is separated.
2. One member of the faculty will be designated to call the school at least two times during the time the students and staff are on the field trip, i.e. upon arrival, some time during the trip, or right before the buses depart for school.
3. A primary and secondary plan for evacuation and regrouping of students in cases of emergency must be developed and shared with adult supervisors and chaperones. For example, a primary site for meeting must be established and, in which, all adults involved with the trip are informed, i.e. bus where attendance will be taken. A secondary site for meeting must be established in the event that the primary site is not accessible (see Reunification plan, page 2).
4. A briefing must be held with the school administrator and the staff member in charge of the trip to discuss emergency plans if the field trip site is evacuated or one or more members of the group are separated.
5. Buses will be ready to depart at the assigned time. Students, Staff, and Chaperones must be assembled and ready to go.
6. A master list of students, staff, and chaperones attending the trip must be updated and left with the school administrator prior to leaving the building the day of the trip. All teachers must have copies of the students' emergency cards with them during the field trip.
7. The trip coordinator must meet with the school nurse prior to the trip to ensure that all medical information regarding students is conveyed to staff involved with the field trip.

The regular school nurse can inform you of the need for a nurse to attend a field trip. Nurses providing health services during the field trip shall complete a timesheet for the total number of hours worked during the trip, mark the timesheet "*Field Trip*", and submit to payroll for processing

8. The regular classroom teacher can inform you of the need for a paraprofessional to attend a field trip. The paraprofessional(s) attending the field trip shall complete a timesheet for the total number of hours worked during the trip, mark the timesheet "*Field Trip*", and submit to payroll for processing.
9. The field trip request form must be completely filled out with contact phone numbers in the event of emergency and submitted in the timeline described in district *Field Trip Regulations and Procedures*, # 6153.

**BEMAN MIDDLE SCHOOL
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(Please refer to field trip procedures on page 3)

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*Form Middletown Schools Nursing Services
Field Trip Information*

(To be submitted to school nurse 3 weeks prior to field trip or 1 month prior to overnight or lengthy field trip. This form must be submitted to the Athletic Office once filled out by advisor/teacher.)

Teacher/Staff completing form: **Erin Scholes**

Date: **1/12/26**

Field Trip Location (be specific, include town & state): **America's Center Convention Complex St. Louis, MO**

On **Friday, April 24, to Tuesday, April 28, 2026** (day of week and date); (inclusive dates, if overnight or lengthy trip)

Transportation (to & from destination): **Plane, Charter Bus**

Responsible Teacher/Staff in charge: **Erin Scholes**

Teacher/Staff Cell Number: **847-507-1354**

Departure Date/Time (from school): **Fri, April 24, Time TBD** Arrival Date/Time (at field trip): **Fri, April 24, Time TBD**

Departure Date/Time (from field trip): **Tues, April 28, Time TBD** Arrival Date/Time (at school): **Tues, April 28, Time TBD**

Students Attending (attach alphabetized names and grades on separate sheet): **See team eligibility roster attached**

Staff/Adult chaperones attending (list names including cell phone numbers of each): **Erin Scholes, Sydney White**

Names & Phone Numbers of Contact at the Facility: **Bill McDonough 203 913 7465**

Facility Handicapped Accessible? ☒ Yes ☐ No

Bathroom Handicapped Accessible? ☒ Yes ☐ No

Facility Provide Food? ☒ Yes ☐ No

Eating Lunch at Facility? ☒ Yes ☐ No

Time Eating Lunch: **12:00pm**

Return to School for Lunch ☐ Yes ☒ No

Will Students Purchase Food at the Facility? ☒ Yes ☐ No

Will Students bring own lunch? ☐ Yes ☒ No

Activities Planned: (describe here if day trip; if overnight or lengthy trip, please attach agenda) School nurse will discuss with teacher regarding additional specific information. **2025 VEX Robotics Connecticut State Championship**

Other Information:

ATHLETIC/ACTIVITIES DIRECTOR APPROVED: _____ **DATE:** _____

Beman Robotics Team 99088 Eligibility Roster 2025-26

99088 X has a very high likelihood of qualifying for Worlds, as so far this season they have received 2 Excellence Awards, 1 Design Award, been Skills Champion twice, finalists twice and tournament champions at our latest event. (This is all for only 3 middle school qualifiers so far.) So at each one they would have earned a spot to Worlds.

There are a couple other teams that have possibilities of earning spots, it all depends on what happens at States.

Aarav	Panchal	X
Axel	Andrews	X
Levente	Pek	X
Lucas	Ryan	X
Mason	Bernard	X

Daniel	Aguilar	U
Julian	DiLernia	U
Ollie	Davis	U
Theo	Long	U

Cam	Steiner	M
Ian	Burlette	M
Larry	French	M
Marios	Gugliemino	M

2026 VEX Robotics Connecticut World Championship
Beman Middle School Robotics Team 99088

This is Beman Robotics 4th Season as a team. Last year for the first time we had two teams qualify for Worlds. For the past 3 years we have had teams qualify for States/Regionals, last year ALL Beman teams qualified. This year one of our 8th grade teams 99088X has been working incredibly hard. This team has been together for the last three years. Their goal this year is to get to Worlds. So far this season they have met the goals they set for themselves. At the first qualifier they qualified for States and received an invitation to CREATE, an invitation only event in Iowa. The families decided to for-go the trip to Iowa, in the hopes that they qualify for Worlds. There are also other teams with the goal of making worlds. Based on qualifier results, there is one team that

could have made it, and others are working hard to get there. Everything will depend on the results of the State qualifier.

The 2025-26 roster has 10 teams with 41 students (grades 6-8). Throughout the competitive season, Team 99088 will showcase problem-solving, critical thinking, and collaboration skills at 7 state qualifier, including one hosted here at Beman. Teams will compete with the end-goal of qualifying for the 2026 VEX Robotics World Championship in St. Louis, MO in April 2026. Beman Middle School Robotics Team 99088 also has mentors from Middletown Blue Dragon Robotics who help our students problem solve and learn more about building, coding, notebooking and game strategy.

The Beman Robotics Team provides exceptional educational opportunities to all students participating. These experiences empower students to develop essential 21st century skills that transcend the classroom.

The 2026 VEX Robotics Worlds Championship will be held at America's Center Convention Complex in St. Louis, MO from Sat April 25 to Mon, April 27, 2026, with a travel day needed on either side to travel to St. Louis. Beman Robotics will compete against top teams from across the world to vie for the title World's Champion.

The cost of the competition will be approximately \$3,000 per family and this will cover registration, flights, . transportation in St. Louis, lodging accommodations and a team meal. Students will travel with an adult family member over the age of 21.

To ensure that the trip is a financially equitable opportunity for all team members, Beman Robotics completes fund-raising activities which include hosting a VEX Robotics State Qualifier at Beman, Double Good Popcorn Sales, and Car Washes. Families in need can receive scholarships funded from the Beman Robotics Student Activity Account.

Erin Scholes and Sydney White will chaperone the trip.

Students will miss 3 days of school to attend this event.

Ms. Scholes will meet with parents and students to discuss all expectations and procedures for the trip in order to ensure a safe and enriching experience.

Students will confirm that missed work and lessons during that week are completed prior to the trip.

This tournament is an exciting and unique educational opportunity for students to meet and compete with teams from around the world at the highest level of competition. This will help prepare them for their academic and professional future. Beman Middle School Robotics Team 99088 always appreciates your continued support.