

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: **1/7/26**
Name of Club or Activity: **Beman Vex Robotics Team**
Trip To: **Wilton High School 395 Danbury Road** Purpose: **Robotics States Competition**
Wilton, Connecticut 06897
Number of Students Participating: **10-41 depending on results from regular season**
Number of students eligible to go on the field trip: **Will only be taking eligible students**
Dates of Trip: From: **March 14, 2026** To: **March 15, 2026** # of school days missed: **0**

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:

Transportation: ☐ Bus ☐ Van ☐ Train ☐ Plane ☐ Car ☐ Other ☐ Students' Parents will be driving them to and from the event.
Are fund-raising activities planned: Yes ☐ If so, describe: **Double Good Popcorn, and Car Wash Possible Grant for all Middle school robotics teams**
Amount of money raised through fundraisers: **\$3,000**
Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home
Insurance Arrangements for Staff and Students: **Offered to parents, but optional**
Cost per Student: \$ ☐ Cost of hotel room (1 or 2 nights, family choice) ☐ Cost per Teacher and/or Chaperone: \$ **0**
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: **1/14/26**

**MIDDLETOWN HIGH SCHOOL
COVER FIELD TRIP REQUEST FORM**

DATE OF TRIP: March 14-15, 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: 10-41 (depending on qualifications)

DID YOU SUBMIT NURSES FORM: Yes

DESTINATION:

Wilton High School

395 Danbury Road

Wilton, CT 06897

DESCRIBE PURPOSE & HOW IT CONNECTS TO YOUR CURRICULUM:

VEX Robotics State Qualifier

TRANSPORTATION: Students' Parents will be driving them to and from the event.

Students will be staying with their parents at the hotel, and parents will be transportation to and from the competition

DEPARTURE TIME FROM SCHOOL: NA

DESTINATION DEPARTURE TIME: NA

RETURN TIME TO SCHOOL: NA

PROJECTED COST FOR EACH STUDENT: Cost of a hotel room, Registration (\$250 per team)

What will you do to assist students who have a financial burden:

Beman Robotics Team Student Activity Account

TEACHER/ADVISOR SIGNATURE: _____

EPShel

DATE: 1-7-26

(Please refer to field trip procedures on page 3)

#6153 Field Trip Request Form Revised 7/21/23

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 at bus drop off

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: n/a

Total Adult Supervisors (chaperones) Names/Telephone Numbers:

Name	Cell Phone Number	Name	Cell Phone Number
Erin Scholes	847-507-1354		
Sydney White	8609488125		

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.

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TEACHER/ADVISOR SIGNATURE: _____



DATE: 1-7-26

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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): **Wilton High School Wilton, CT**

On **Saturday, March 14, to Sunday, March 15, 2026** (day of week and date); (inclusive dates, if overnight or lengthy trip)

Transportation (to & from destination): **Car**

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

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

Departure Date/Time (from school): **Sat March 14, Time TBD** Arrival Date/Time (at field trip): **Sat March 14, Time TBD**

Departure Date/Time (from field trip): **Sun March 15, Time TBD** Arrival Date/Time (at school): **Sun March 15, 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

So far X and U team have officially qualified for States. All other teams are in the top 32 in the state for skills, we have competitions through mid February, when we will know for certain all of the teams that qualify.

Auden	Pebley	A
Connor	Ficaro	A
Joey	Collin	A
Rory	Gaston-Norton	A
Arjun	Patil	B
Dylan	Lucas	B
Jackson	Cohen	B
KB	Etroo	B
Nevaeh	Tobias	B
Alaina	Giuliano	C
Aniela	Raucci	C
Lillee	Kolb	C
Molly	Middleton	C
Kaden	Shukis	K
Luka	Durbak	K
Oliver	Mack-Muhlbauer	K
Tyler	Mosley	K
Cam	Steiner	M
Ian	Burlette	M
Larry	French	M
Marious	Gugliemino	M
Juliet	Brasile	R
Perla	Martinez	R
Savannah	Ehlers	R
Arjun	Narayanan	T
Dzaky	Hermawan	T
Kanayo	Nwachuku	T
Walker	Veale	T
Daniel	Aguilar	U

Julian	DiLernia	U
Ollie	Davis	U
Theo	Long	U
Bennett	Northrop	W
Daniel	Makula	W
Jay	Kogelis	W
Neilai	Bradshaw	W
Aarav	Panchal	X
Axel	Andrews	X
Levente	Pek	X
Lucas	Ryan	X
Mason	Bernard	X

2026 VEX Robotics Connecticut State 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. 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 Connecticut State Championship will be held at Wilton High School Field House in Wilton, CT from Sat March 14 to Sun March 15, 2026. Beman Robotics will compete against top teams from across the state for qualifications to the 2026 VEX Robotics World Championship.

The cost of the competition will be approximately \$50 per student for registration. Transportation and lodging accommodations will be determined by individual families.

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 not miss 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.

This tournament is an exciting and unique educational opportunity for students as they continue to prepare for their academic and professional future. Beman Middle School Robotics Team 99088 always appreciates your continued support.