

**REGULATION 6153(f)**  
**FORM 1**

**Instruction**  
**Field Trips and Community Service**

**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 type written and ALL items filled in or marked N/A.**

Name of School: Middletown High School      Date of Request: June 17, 2024  
 Name of Club or Activity: FFA/MHS Ag Science  
 Trip To: National FFA Convention, Indianapolis IN      Purpose: Compete (and represent CT) in National FFA Livestock Evaluation Contest and participate in  
 Number of Students Participating: 9  
 Number of students eligible to go on the field trip: 9 (4 students definite; 5 pending award announcements)  
 Dates of Trip: From: 10/22/24 To: 10/27/24      # of school days missed: 4

Names of Teachers and Chaperones:

|                    |    |
|--------------------|----|
| 1. Amanda Thomson  | 5. |
| 2. Milton Neutusch | 6. |
| 3.                 | 7. |
| 4.                 | 8. |

Number of Non-Chaperone Adults going on trip: 1

Transportation:    Bus      Van      Train      Plane      Car      Other

Are fund-raising activities planned: Yes      If so, describe: Socks, Car Wash, Restaurant Night, Citrus Sale

Amount of money raised through fundraisers: Goal: \$500 per student attending

Lodging:      Hotel/Motel      Camp      Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$ 1,000      Cost per Teacher and/or Chaperone: \$ 1,000

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 attached to this form:

a. n/a

c.

b.      d. Other

Name of teacher making request: Amanda Thomson *Amanda Thomson*

Approved by Department Head at secondary level: *[Signature]*

Approved by Principal: *[Signature]*

Authorized by Chief Academic Officer: *[Signature]*

Superintendent Approval: *[Signature]*      Date: 9/6/24