

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 TRIPPLICATE (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: *UHS* Date of Request: *10/7/25*

Name of Club or Activity: *Performing Arts Classes*
Trip To: *Virginia Beach, VA* Purpose: *Performing Arts Clinic*

Number of Students Participating: *100*

Number of students eligible to go on the field trip: *100*

Dates of Trip: From: *4/9/26* To: *4/12/26* # of school days missed: *2*

Names of Teachers and Chaperones:

1. <i>Kimberly Rodriguez</i>	5. <i>Stephanie Zak</i>
2. <i>Kelsi Harmon</i>	6. <i>TBD</i>
3. <i>Lauren Otto</i>	7. <i>TBD</i>
4. <i>Jillian Ellings</i>	8. <i>TBD</i>

Number of Non-Chaperone Adults going on trip: *0*

Transportation: Bus Van Train Plane Car Other

Are fund-raising activities planned: *Yes* If so, describe: *Monthly fundraisers*

Amount of money raised through fundraisers:

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$ *950* Cost per Teacher and/or Chaperone: \$ *950*

Cost per Nurse: \$ *0* Cost per Paraprofessional: \$ *0*

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

a. *Performing Arts Consultants* c. *Landmark Ed.*

b. *Music Travel* d. Other

Name of teacher making request: *Kimberly Rodriguez*

Approved by Department Head at secondary level: *WSP/MS*

Approved by Principal: *A. Vagg & Mch.*

Authorized by Chief Academic Officer: *Colleen K. Fitzpatrick*

Superintendent Approval: *A. Vagg, mob* Date: *10/22/24*

To Whom It May Concern:

On behalf of the Performing Arts Department at Middletown High School, I am writing to request approval for the band to travel to Virginia Beach from April 9th - April 12th, 2026.

Taken directly from the planning website, you will notice that embedded in this field trip are educational opportunities:

"The Commonwealth of Virginia makes a fantastic school trip destination because it offers a great combination of educational opportunities and good old fashioned fun. Two of the more popular historic attractions are Colonial Williamsburg and Jamestown Settlement, which are both living-history museums that reenact what it was like to live in the Colonial and Revolutionary time periods. Aside from the obvious educational applications, students really enjoy the hands-on experience. Another popular destination is Virginia Beach, a resort town along the Atlantic Coast. In addition to the 3-mile long boardwalk along the beach, it has the Virginia Aquarium & Marine Science Center. And no school music trip would be complete without capping off the post-performance celebration at a theme park like Busch Gardens or Kings Dominion, both of which have an abundance of thrilling roller coasters, rides, shops and other attractions,"

(<https://fourwindstours.com/student-group-tours/music-travel/usa-music-travel/virginia-music-trips/>).

This field trip will work as an important moment of learning for all students to share in a social experience that provides an opportunity for students to encounter and explore novel things in an authentic setting. With the main goal to deepen and enhance classroom study, students will participate in multiple performance opportunities as well as classroom workshops. Students will be judged on their performance by professional performing arts individuals with a created rubric. The rubric will enhance musicianship and set real world expectations that students can bring back to Middletown.

On top of performance opportunities this trip will also work as a way of exposing students to new experiences and can increase interest and engagement in the performing arts, regardless of prior interest in the topic. This trip will motivate students to perform and continue being part of the program.

As a department we have worked hard to create an equitable experience for all students that is completely student centered. With the support of the entire performing arts department, students will participate in multiple fundraising opportunities and innovative workshops, where students will demonstrate personal performance growth through these experiences.

Thank you for your consideration and feel free to reach out with any questions or concerns you may have.

Sincerely,
Kimberly Rodriguez