

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 Date of Request: 4/27/26
 Name of Club or Activity: ULTIMATE FRISBEE
 Trip To: SALEM, OREGON Purpose: HIGH SCHOOL NATIONAL TOURNAMENT
 Number of Students Participating: 17
 Number of students eligible to go on the field trip: 17
 Dates of Trip: From: 6/11 To: 6/14 # of school days missed: 2

Names of Teachers and Chaperones:

1. <u>TREVOR CHARLES</u>	5.
2. <u>DANIEL KINNEY</u>	6.
3. <u>CHRIS PATURZO</u>	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: MULTIPLE CONDUCTED ALREADY

Amount of money raised through fundraisers: 5,000

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

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

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.
- b.
- c.
- d. Other

Name of teacher making request: TREVOR CHARLES

Approved by Department Head at secondary level: Elisha D Jesus

Approved by Principal: [Signature]

Authorized by Chief Academic Officer: [Signature]

Superintendent Approval: [Signature] Date: 5/11/26