

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

Name of School: **Middletown High School** Date of Request: 12/14/2023

Name of Club or Activity: **DECA**

Trip To: **NYC South Street Seaport Area**

Purpose: **Marketing, Retailing, Finance applications in the real world.**

Number of Students Participating: **80**

Number of students eligible to go on the field trip: **Approximately 191**

Dates of Trip: From: 5/19/24 To: 5/19/24 # of school days missed: **0, it's a Sunday**

Names of Teachers and Chaperones:

1. David Reynolds	3. Lee Schwartzman
2. Vivian Sheen	4. Candice Wade

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

Transportation: **Bus** Van Train Plane Car Other

Are fund-raising activities planned: **No** If so, describe: Carl D. Perkins Grant funded

Amount of money raised through fundraisers: **NA**

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students: **DECA/District**

Cost per Student: **\$0** Cost per Teacher and/or Chaperone: **\$0**

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. b. c. d. Other

Name of teacher making request: **David Reynolds**

Approved by Department Head at secondary level: **David Reynolds**

Approved by Administrator: **Dawn Brooks/Elisha DeJesus**

Authorized by Associate Superintendent:

Superintendent Approval **C. Vazquez** Date: **3/6/24**

12/14/2023

Middletown DECA is requesting to take a double-decker bus, on Sunday, May 19, 2024, to New York City at the South Street Seaport area. We will leave MHS at 8AM and return by 6PM. The bus will be funded by the Carl D. Perkins grant and will be at no cost to the students. Students will not miss instructional time as this is on a Sunday. All students enrolled in our Marketing program are eligible to attend.