

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: 03/04/24
 Name of Club or Activity: MPAC (MHS Performing Arts Classes)
 Trip To: New York, NY Purpose: Students will experience a live Broadway musical
 Number of Students Participating: 45
 Number of students eligible to go on the field trip: open to any MPAC student
 Dates of Trip: From: 5/17/25 To: same day # of school days missed: 0 (SATURDAY)

Names of Teachers and Chaperones:

1. <u>Lauren Otto</u>	5.
2. <u>Jillian Kellogg</u>	6.
3. <u>Katie Vandrilla</u>	7.
4.	8.

Number of Non-Chaperone Adults going on trip:

Transportation: Bus Van Train Plane Car Other

Are fund-raising activities planned: N/A If so, describe:

Amount of money raised through fundraisers: N/A

Lodging: na Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students: na

Cost per Student: \$ 5 Cost per Teacher and/or Chaperone: \$ 5

Cost per Nurse: \$ na Cost per Paraprofessional: \$ na
 (if necessary) (if necessary)

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

- a. na
- b.
- c.
- d. Other

Name of teacher making request: Lauren Otto 

Approved by Department Head at secondary level: _____

Approved by Principal:  _____

Authorized by Chief Academic Officer: _____

Superintendent Approval: G. Vazzy mch. Date: 5/10/25