

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: **12/2/24**

Name of Club or Activity: **Ultimate Frisbee**

Trip To: **Oxboro, MA**

Purpose: **Regional Tournament**

Number of Students Participating: **23**

Number of students eligible to go on the field trip: **23**

Dates of Trip: From: **5/17/25** To: **5/18/25** # of school days missed: **0**

Names of Teachers and Chaperones:

| | |
|--------------------------|--|
| 1. Trevor Charles | |
| 2. Dan Kinney | |
| 3. Erin Wentzell | |

Number of Non-Chaperone Adults going on trip: **8**

Transportation: Bus Van Train Plane Car: Other: Carry All

Are fund-raising activities planned: **yes** If so, describe: **Already completed - calendar, movie tickets, bake sales, car washes**

Amount of money raised through fundraisers: **\$3,500 so far**

Lodging: Traveling back and forth Hotel/Motel: Camp Private Home

Insurance Arrangements for Staff and Students: **School**

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

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

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

Name of teacher making request: Trevor Charles

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

Approved by Principal: *[Signature]*

Authorized by Associate Superintendent: *[Signature]*

Superintendent Approval: *A. Vazggy [Signature]* Date: *12/4/24*

Narrative

This is the largest regional tournament in the country, and Middletown has competed annually in the competition to represent CT for the past 15 years. Middletown has done very well for the past 5 years, often competing in the top 5 places, helping our program earn national and international recognition. We hope to continue this year.