

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: **Beman Middle School**

Date of Request: **12/5/24**

Name of Club or Activity: **Beman Vex Robotics Team**

Trip To: **Iowa West Field House, 5 Arena Way
Council Bluffs, Iowa 51501**

Purpose: **Robotics CREATE National Competition**

Number of Students Participating: **5-15 depending on results from regular (invitation only event)**

Number of students eligible to go on the field trip: **Will only be taking eligible students**

Dates of Trip: From: **March 23, 2025** To: **March 27, 2025**

of school days missed: **4**

Names of Teachers and Chaperones:

1. Erin Scholes	5.
2. Sydney White	6.
3.	7.
4.	8.

Number of Non-Chaperone Adults going on trip:

Transportation: ☐ Bus ☐ Van ☐ Train ☒ Plane ☐ Car ☐ Other

Are fund-raising activities planned: ☐ If so, describe:

Amount of money raised through fundraisers:

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

Insurance Arrangements for Staff and Students: ☐ Offered to parents, but optional

Cost per Student: \$ ☐ Cost of hotel room, and flights ☐ Cost per Teacher and/or Chaperone: \$ **0**

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. ☐ c. ☐
b. ☐ d. Other ☐

Name of teacher making request: **Erin Scholes**

Approved by Department Head at secondary level: _____

Approved by Principal: **Dine**

Authorized by Chief Academic Officer: **[Signature]**

Superintendent Approval: **G. Vazquez**

Date: **12/18/24**

**MIDDLETOWN HIGH SCHOOL
COVER FIELD TRIP REQUEST FORM**

DATE OF TRIP: March 23-27, 2024

TODAY'S DATE: 12/5/24

TEACHER IN CHARGE OF TRIP: Erin Scholes

GROUP/CLASS: Beman Robotics Team 99088

CHAPERONES ATTENDING: Erin Scholes

CHAPERONES CELL PHONE: 847-507-1354

NUMBER OF STUDENTS ATTENDING: 5-15

DID YOU SUBMIT NURSES FORM: Yes

DESTINATION:

Iowa West Field House

5 Arena Way

Council Bluffs, Iowa 51501

DESCRIBE PURPOSE & HOW IT CONNECTS TO YOUR CURRICULUM:

Robotics CREATE National Competition

TRANSPORTATION: Students' Parent will be traveling with them. We will meet at the airport, fly to Omaha, ride to the hotel, then walk to and from the event. Students will be staying with their parent at the hotel.

DEPARTURE TIME FROM SCHOOL: NA

DESTINATION DEPARTURE TIME: NA

RETURN TIME TO SCHOOL: NA

PROJECTED COST FOR EACH STUDENT: Cost of a hotel room and cost of flights

What will you do to assist students who have a financial burden:

Beman Robotics Team Student Activity Account

TEACHER/ADVISOR SIGNATURE: _____



DATE: 12-5-24

FIELD TRIP REQUEST FORM*(Please refer to field trip procedures on page 3)*Today's Date: 12 / 5 / 2024 Person Requesting Authorization: Erin ScholesDate of Trip: 3 / 23-27 / 2024 Origin/School: Beman RoboticsDestination: Iowa West Field House Purpose of Trip: Middle School Robotics StatesTotal Number of Students: 5-15 Total Number of Adults: 7-17 Number of Yellow Buses:
No buses needed Departure Time From School: Destination Departure Time: Return Time To School: *****Departure for school buses 9:15 A.M. and return at or before 1:30 P.M.*****Total Time Estimated: x \$78.68/hr. x buses: Price Before Terminal Charge=
Terminal charges = (See Note below)Bill To: * no BUS needed ***NOTE: Terminal Charges are 1 hour of maintenance (½ hr each side of the charter), this will be charged by DATTCO and included in its field trip CONFIRMATION, which will be forwarded to the school secretary and the Field Trip Organizer.**Reunification Plan: *See Page 2*Total Adult Supervisors (chaperones) Names/Telephone Numbers: *See Page 2*Field Trip Organizer/Lead Name: (Signed): Erin ScholesE-mail (Required): scholese@mpsct.orgCell Phone Number (Required): (847) 507 - 1354******By signing above you guarantee that you have the funds for this field trip******

1. School bus trips will return to school by 1:30 P.M. or after 4:30 P.M. (in town trips).
2. Submit form to BOE Transportation Department.
3. Do not call the bus company for trips.
4. Requests must be in writing 5 school days before the field trip date.
5. Bus capacity is 77 passengers – (3 to a seat)
6. If any of the rules are not adhered to, your trip will be disapproved.
7. Only Datco can determine if a trip is drop off and pick up.
8. Additional 1 hour terminal charges (1/2 hr. each side of charter).

Approved by: Dina M. Viles
Building Principal/(Activity Director-MHS Only)DATE: 12/10/24Transportation Dept. Signature: DATE:

Reunification Plan: a reunification plan provides staff and students with a back-up plan in the event groups or Individuals are separated because of unforeseen events (blocked entrance/exit, manmade or natural disasters, lost staff or students, etc.).

Please include:

Communication plan (how will you, the lead, communicate with staff/students at the field trip site and Central Office):
Cell phone / communication with chaperones/use of GroupMe app to communicate with all team members and adults

Staff/student accountability (in what way will the presence of staff and students be accounted for throughout the trip, head count, call-in, etc.):

Head count before all departures and at each arrival location. Check-in throughout the day, monitoring of schedule and student locations, head count before departure from venues

Alternate parking or meeting site (consider where you would meet if the original plan is no longer viable):

To exit the field trip site: We will follow the plans and directions of the host venue
Multiple exits are accessible, meeting point at bus drop off

For shelter (inclement weather): We will follow the plans and directions of the hosts

Identification of on-site security and first aid: Security and first aid will be present - provided by hosts

Identification of field trip co-leader name and telephone number: n/a

Total Adult Supervisors (chaperones) Names/Telephone Numbers:

Name	Cell Phone Number	Name	Cell Phone Number
Erin Scholes	847-507-1354		
Sydney White	8609488125		

Other notes:

BOE Central Office Phone: (860) 638-1401

BOE Transportation Office Phone: 860 638-1418

DATTCO Phone: 860 635-8234

Provide Copies To: Transportation Department, Principal and Teacher

FIELD TRIP PROCEDURES

1. More than one member of the faculty chaperoning the field trip must have a cellular phone in order to remain in direct contact with the school at all times as well as to communicate with one another in the event a group is separated.
2. One member of the faculty will be designated to call the school at least two times during the time the students and staff are on the field trip, i.e. upon arrival, some time during the trip, or right before the buses depart for school.
3. A primary and secondary plan for evacuation and regrouping of students in cases of emergency must be developed and shared with adult supervisors and chaperones. For example, a primary site for meeting must be established and, in which, all adults involved with the trip are informed, i.e. bus where attendance will be taken. A secondary site for meeting must be established in the event that the primary site is not accessible (see Reunification plan, page 2).
4. A briefing must be held with the school administrator and the staff member in charge of the trip to discuss emergency plans if the field trip site is evacuated or one or more members of the group are separated.
5. Buses will be ready to depart at the assigned time. Students, Staff, and Chaperones must be assembled and ready to go.
6. A master list of students, staff, and chaperones attending the trip must be updated and left with the school administrator prior to leaving the building the day of the trip. All teachers must have copies of the students' emergency cards with them during the field trip.
7. The trip coordinator must meet with the school nurse prior to the trip to ensure that all medical information regarding students is conveyed to staff involved with the field trip.

The regular school nurse can inform you of the need for a nurse to attend a field trip. Nurses providing health services during the field trip shall complete a timesheet for the total number of hours worked during the trip, mark the timesheet "*Field Trip*", and submit to payroll for processing

8. The regular classroom teacher can inform you of the need for a paraprofessional to attend a field trip. The paraprofessional(s) attending the field trip shall complete a timesheet for the total number of hours worked during the trip, mark the timesheet "*Field Trip*", and submit to payroll for processing.
9. The field trip request form must be completely filled out with contact phone numbers in the event of emergency and submitted in the timeline described in district *Field Trip Regulations and Procedures*, # 6153.