

AUTHORIZATION FORM for STUDENT TRAVEL / FIELD TRIP**Group/Team:** Cape Elizabeth Robotics Team**Name of Faculty/Trip Leader (Making Request):** Alexander Anesko

Date(s) of Proposed Trip: HS: 4/25-27; MS: 4/27-29 (2023) **# of School Days:** HS: 3; MS: 2 **# Nights Away:** HS: 2; MS: 2

Trip Destination: Kay Bailey Hutchison Convention Center, Dallas TX**Purpose/Benefit of Trip:** VEX Robotics World Championship (HS and MS)**Transportation Arrangements:** Families are responsible for arrangements

Students: 8 **# Chaperones:** 3 (including Ldr) **School Staff:** 1 **Parents/Other:** 11

Arrangement for Mixed Gender Supervision: n/a**Cost Per Student:** 750**Description of any Fundraising:** Cape Robotics Boosters are engaged in multiple fundraising efforts, including sponsors, solicitations of local businesses, raffles, a chili cook**Do all members of the group/team have an opportunity to participate?** yes**If not, describe circumstances:** n/a**FOR OVERNIGHT TRIPS:****All parent/guardian/other chaperones have attended volunteer training?** yes**Date/time of pre-trip chaperone meeting:** 4/13/2023**FOR OUT-OF-COUNTRY TRIPS:** **Travel and cancellation insurance arrangements** [Attach copy of contract with insurance and cancellation provisions highlighted].**APPROVAL OF TRAVEL:****Principal or AD:** **Date:** 3/13/23**Superintendent:** **Date:** 3/13/23**School Board:** **Date:** _____

- All travel must first be approved and recommended by the principal or, in the case of athletic trips, the athletic administrator. The principal and athletic administrator are permitted to approve in-state day trips (no overnight stays) without the endorsement of the Superintendent or School Board.
- Competition trips outside those regularly scheduled for the year must be approved in advance by the Superintendent.
- Advanced Board approval is required for out-of-state trips of 125 miles or more, overnight and foreign trips.
- Travel requests needing approval from the Superintendent or Board should be submitted at least two months in advance of the trip.