Policy File: IJOA-E1

AUTHORIZATION FORM for STUDENT TRAVEL / FIELD TRIP

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 # Chaperones: #	Group/Team: 🤇	Cape Elizabeth Robotics Team					
Date(s) of Proposed Trip: HS. 4/25-27; MS. 4/27-29 (2023) Days: HS. 3; MS: 2 Away: HS. 2 Away: HS. 2 Away: HS. 2 Away: HS. 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: (Including Ldr) 3 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 spons 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 vinsurance and cancellation provisions highlighted].	Name of Faculty/T	Trip Leader (Making Request):		Alexander Anesko			
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Principal or AD: 712 120	APPROVAL OF TRAVEL:						
1111 JULY 2113 / 615	Principal or AD:		15			Date	3/13/23
Superintendent:	Superintendent:		1			Date	/13/23
School Board:	School Board:					Date	6

- 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.