

MAR 24 2017

Policy FILE: IHOA-E1

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: Cape Robotics

Name of Faculty/Trip Leader Making Request: Evan Thayer

Date(s) of Proposed Trip: 4/19 to 4/22/2017 # of School Days: 0 # Nights Away: 3

Trip Destination: Louisville, Kentucky Distance (one-way): 1070 miles

Purpose/Benefit of Trip: VEX Robotics World Championship

Transportation Arrangements: student w/parent. Some flying, some driving to destination

# Students: 6 # Chaperones (including Ldr): 6 School Staff: 0 Parents/Other: 6

Arrangements for Mixed Gender Supervision: student will room with their parent

Cost Per Student: \$1500

Description of any Fundraising: GoFundMe - company & individual donations

Do all members of the group/team have an opportunity to participate? It is recognized that each family will be responsible for his/her own student participant excepting only during the actual competitions.

FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: yes Students are traveling with and staying with parents throughout this event.

Date/time of pre-trip chaperone meeting: March 2, 2017

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: [Signature] Date 3-15-17  
Superintendent: \_\_\_\_\_ Date \_\_\_\_\_  
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.
- Out-of-state trips within New England and in-state trips requiring no more than one night's stay must be approved by the Superintendent.
- Board approval is required for trips outside of New England; for all trips requiring two or more overnight stays; and for all trips requiring a per-student cost or fund-raising of \$500 or more.
- Travel requests needing approval from the Superintendent or Board should be submitted at least two months in advance of the trip.