

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORM

Group/Team Name: HS VEX Robotics Team

Name of Faculty/Trip Leader Making Request: EVAN THAYER

Date(s) of Proposed Trip: April 20-23, 2016 # of School Days: 0 # Nights Away: 3

Trip Destination: Louisville, Kentucky Distance (one-way): 1100 miles

Purpose/Benefit of Trip: VEX Worlds Championship

Transportation Arrangements: by parents. by plane.

Students: 4 # Chaperones (including Ldr): 3 School Staff: 0 Parents/Other: 3

Arrangements for Mixed Gender Supervision: Mom of female student will be a

Cost Per Student: \$1200 chaperone

Description of any Fundraising: GofundMe, letter-writing

Do all members of the group/team have an opportunity to participate?

If not, describe circumstances: yes

FOR OVERNIGHT TRIPS:

All parent/other chaperones have attended volunteer training: _____

Date/time of pre-trip chaperone meeting: several periodic meetings schedules

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 3/1/2016
 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.