

Field Trip Authorization Form

Used for any field trip that will require students to travel over 100 miles one way and/or remain away from home overnight must be submitted to the Superintendent for approval prior to arrangements being made by the staff member involved. (Per Policy IICA)

Teacher/Advisor Name: Samantha Montgomery School: SHS

Class or Activity: Key Club

Purpose of Trip: District Educational Conference

Attach additional supporting documentation: Ex. - Programs, Student Lists, Accommodations

Grade Level(s): 9-12 No. of Students on trip: 30

Date(s) of Trip: 3/31 - 4/2/23

Destination(s): Springfield MA Sheraton

Method of Transportation: School Bus

Number of Chaperones including teacher/advisor: 3

Will students be away from home overnight?  Yes  No

If Yes, explain accommodations: 4 students of same gender per room

Funding Source: Students / Kiwanis

Has this field trip occurred in previous years?  Yes  No

[Signature]  
Signature of Teacher/Advisor

1/30/23  
Date of Submission

[Signature]  
Approval and Signature of Building Administrator

2/3/23  
Date of Approval

RECEIVED  
FEB 03 2023  
SANFORDSCHOOLDEPT

Submit to Superintendent two weeks prior to requested trip date

Matt Nelson  
Approval and Signature of Superintendent

2/9/23  
Date of Approval

School Committee Notified Date: \_\_\_\_\_

Notified Teacher/Advisor: Date: \_\_\_\_\_

**FIELD TRIP AUTHORIZATION FORM**

**FORM 1A**

Used for any field trip that will require student to travel over 100 miles one way and/or remain away from home overnight. Must be submitted to the Superintendent for approval prior to arrangements being made by the staff member involved. (Per Policy IICA)

Teacher/Advisor Name: Ms Anita L. Languette School: SRTC

Class or Activity: Digital Design

Purpose of Trip: College visit / career awareness

Attach additional supporting documentation: Ex. - Programs, Student Lists, Accommodations

Grade Level(s): Juniors + Seniors No. of Students on Trip: 27 + or -

Date(s) of Trip: March 1<sup>st</sup>

Destination(s): NEIT (New England Institute of Technology)

Method of Transportation: Coach limousine Bus line / Portland, ME

Number of Chaperones (including teacher/advisor): 3

Will students be away from home overnight? YES  NO

If yes, explain accommodations: FYI: Students need to arrange pick up transportation upon return to SRTC @ approx 4:30 - 5:00 PM March 1<sup>st</sup> 2023.

Funding Source: MEMAC Grant / Digital Design Activity Account

Has this field trip occurred in previous years? YES  NO

Ms Anita L. Languette  
Signature of Teacher/Advisor

1-18-2023  
Date of Submission

Michelle [Signature]  
Approval and Signature of Building Administrator

2-3-2023  
Date of Approval

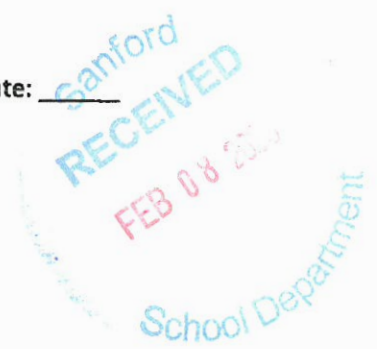
Submit to Superintendent two weeks prior to requested trip date

Matt [Signature]  
Approval and Signature of Superintendent

2/9/23  
Date of Approval

School Committee Notified Date: \_\_\_\_\_

Notified Teacher/Advisor: Date: \_\_\_\_\_



FIELD TRIP REQUEST FORM

FORM 1

DIRECTIONS: To be completed by the instructor and submitted at least two weeks prior to the planned activity

TEACHER: Ms. Anita Lavigne PROGRAM: Digital Design

LOCATION OF THE FIELD TRIP: NEIT (New England Institute of Technology)

DATE OF THE FIELD TRIP: MARCH 1 DEPARTURE TIME: 8:15 RETURN: 9:30-5:00 PM

TYPE OF TRANSPORTATION: (CIRCLE ONE) WALK CAR BUS OTHER

TOTAL # OF STUDENTS: 27 TRANSPORTATION COST PER STUDENT: 0

OTHER STUDENT FEES: 0 TOTAL COST PER STUDENT: 0

WHAT PROVISIONS HAVE BEEN MADE TO ASSIST STUDENTS WHO ARE UNABLE TO AFFORD THE COSTS?:

Digital Design ACTIVITY ACCOUNT / MELMAN FUNDS

ADDITIONAL TEACHER COMMENTS: Students should bring snacks + beverage for bus ride (approx 3hrs.) Students should take AM SRTC BUS TO SRTC; and join Digital Design for coach bus. Parents will need to pick up at end of day.
# OF CHAPERONES: 3 TEACHERS: 2 VOLUNTEERS: 1

\*Please note that you are required to have 1 chaperone for every 15 students attending\*

SUBSTITUTE COVERAGE NEEDED: (CIRCLE ONE) YES NO see other side

EDUCATIONAL RELEVANCE OF THE TRIP TO THE CURRICULUM: NEIT is a career technical college located in East Greenwich RI/which has programs in Animation, Graphic Design + Motion Graphics, GAME ART + Design, programming games.

ARE THERE ANY STUDENTS WHO WILL NOT BE ATTENDING THIS FIELD TRIP FOR ANY REASONS? YES NO ?

WHAT PLANS HAVE BEEN MADE FOR THESE STUDENTS?

Table with 2 columns: Signature of Sponsor(s) / Signature of Director and Date.

★ Any students whom do not attend will be placed into Mr. Harmonel's video production as a job shadow. / -

**FIELD TRIP AUTHORIZATION FORM**

**FORM 1A**

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Teacher/Advisor Name: Joseph Bolduc School: SRTC

Class or Activity: Skills USA Skills + Leadership Conference - Bangor

Purpose of Trip: State Skills + Leadership Conference

**Attach additional supporting documentation: Ex. - Programs, Student Lists, Accommodations**

Grade Level(s): 11/12 No. of Students on Trip: 45-50

Date(s) of Trip: March 16 - Return March 17

Destination(s): Bangor Maine, Fairfield Inn, Cross ins etc, UTC, EMCC

Method of Transportation: C + J Coach Bus, School Vans

Number of Chaperones (including teacher/advisor): TBD 6 approx

Will students be away from home overnight?  YES  NO

If yes, explain accommodations: Fairfield Inn Bangor

\* Note - Hotel information, address phone etc. has been submitted me

\* Note - Itinerary of events - times has been submitted. me

Funding Source: Skills USA Accts. - Skill USA Funds me

Has this field trip occurred in previous years?  YES  NO

Joseph S Bolduc  
Signature of Teacher/Advisor

2/1/23  
Date of Submission

[Signature]  
Approval and Signature of Building Administrator

2-13-22  
Date of Approval

**Submit to Superintendent two weeks prior to requested trip date**

Matt Miller  
Approval and Signature of Superintendent

2-13-22  
Date of Approval

School Committee Notified Date: \_\_\_\_\_

Notified Teacher/Advisor: Date: \_\_\_\_\_

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FEB 13 2023  
SANFORD SCHOOL DEPT

**FIELD TRIP AUTHORIZATION FORM**

**FORM 1A**

Used for any field trip that will require student to travel over 100 miles one way and/or remain away from home overnight. Must be submitted to the Superintendent for approval prior to arrangements being made by the staff member involved. (Per Policy IICA)

Teacher/Advisor Name: Tracy Hathaway School: SRTC

Class or Activity: Building Trades

Purpose of Trip: Industry trade show with training seminars

**Attach additional supporting documentation: Ex. – Programs, Student Lists, Accommodations**

Grade Level(s): 11-12 No. of Students on Trip: 28

Date(s) of Trip: 3-24-23

Destination(s): Providence Convention Center Providence RI

Method of Transportation: Charter Bus

Number of Chaperones (including teacher/advisor): 3

Will students be away from home overnight? YES  **NO**

If yes, explain accommodations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funding Source: NEIMAC

Has this field trip occurred in previous years? **YES**  NO

[Signature]

2-3-23

Signature of Teacher/Advisor

Date of Submission

[Signature]

2-5-2023

Approval and Signature of Building Administrator

Date of Approval

**Submit to Superintendent two weeks prior to requested trip date**

[Signature]

2-13-23

Approval and Signature of Superintendent

Date of Approval

School Committee Notified Date: \_\_\_\_\_

Notified Teacher/Advisor: Date: \_\_\_\_\_

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