

STUDENT TRAVEL/ FIELD TRIP AUTHORIZATION FORMGroup/Team Name: Cape RoboticsName of Faculty/Trip Leader Making Request: Evan ThayerDate(s) of Proposed Trip: 4/24 to 4/27/2019 # of School Days: 3 or 4 # Nights Away: 4Trip Destination: Louisville, Kentucky Distance (one-way): 1070 milesPurpose/Benefit of Trip: VEX Robotics World ChampionshipTransportation Arrangements: by plane, each student w/parent# Students: 8 # Chaperones: 6-7 (including Ldr) School Staff: 0 Parents/Other: 6-7Arrangements for Mixed Gender Supervision: student will room with their parentCost Per Student: \$1500Description of any Fundraising: GoFundMe - business & individual donations

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: yesDate/time of pre-trip chaperone meeting: March 5, 2019**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 3/12/2019Superintendent: [Signature] Date 3/13/2019

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.