

## Field Trip Authorization Form

Name of Group/Team: Cape Robotics

Faculty/Staff member Making Request: Evan Thayer

Date(s) of Proposed Trip: 4/17 - 4/21      # of School Days: 0      # Nights Away: 4

Destination: Anaheim, California      Distance (one-way):

Purpose/Benefit of Trip: VEX Robotics World Championship

Transportation Arrangements: all students flying and staying with parents

# Students: 2    # Chaperones: 0    School Staff: 0    Parents/Other: 3+

Arrangements for Mixed Gender Supervision: N/A

Cost Per Student: \$1500

Description of any Fundraising: club-sponsored, and corporate-sponsored

Do all members of the group/team have an opportunity to participate?     Yes     No

If "no," describe circumstances:

### For overnight trips

All parent/other chaperones have attended volunteer training:     Yes     No

Date and time of pre-trip chaperone meeting: have met weekly recently

### For out-of-country trips

Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted):

#### Approvals:

Principal or Athletic Administrator \_\_\_\_\_

Superintendent \_\_\_\_\_

School Board \_\_\_\_\_

Date 4.5.12

Date 4/5/12

Date \_\_\_\_\_

Authorization Authority: Principal/AA: in-state day trips; Superintendent: out-of-state trips w/n 125 miles, in-state trips requiring one-night stay; School Board: out-of-state trips beyond 125 miles, trips requiring 2 or more overnights; trips costing \$500 or more per student