

Field Trip Authorization Form

Name of Group/Team: Cape Robotics - Grade 5-6 VEX IQ Team

Faculty/Staff member Making Request: Evan Thayer

Date(s) of Proposed Trip: Sat, Nov 15, 2014 # of School Days: # Nights Away: 0

Destination: Upton, MA Distance (one-way): 144 miles

Purpose/Benefit of Trip: Robotics competition

Transportation Arrangements: 8 of 11 parents have replied "drive ourselves" Community services van if necessary for remaining student

# Students: 11 # Chaperones: N/A School Staff: 1 Tom Chan-Hong Parents/Other: 1 high school student >= 4 parents

Cost Per Student: \$75 for program participation

Description of any Fundraising: ~~part~~ participation fees

Do all members of the group/team have an opportunity to participate? [X] 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:

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 10-24-14. 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.