Berlin-Boylston Regional School District
EDUCATIONAL FIELD TRIP APPLICATION

Late night, overnight and out of state field trips:

- This form, with signatures on page 4, must be submitted to the Office of the Superintendent at least two weeks prior to the next scheduled School Committee meeting.
- The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Approval by the School Committee is required before engaging students in fundraising activities.

Local, day field trips:

- This form, with signatures on page 4, must be submitted to the Building Principal no less than 30 days prior to the field trip.
- Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

- Any planned trip off the school grounds is considered a field trip.
- This includes "walking trips."
- Students have increasingly complex medical and medication needs that may not be evident to staff or administrators. Therefore, school nurse participation in field-trip planning is critical for safety and success. A minimum of one month notice to the school nurse is required.

Permission is hereby requested to conduct the following field trip:

Field Trip Coordinator: E. McCarthy & D. Rinker
School: Tahanto
Class/Group: High School Student Council
Place to be Visited: MASC Conference - Hyannis MA
Address: 35 Scudder Ave, Hyannis MA 02601
Number of students expected to attend: 16
Number of Chaperones needed: 2
Number of Staff Chaperones: 2
Number of Volunteer Chaperones: 0
Date of Departure: March 4th, 2026
Departure Time: 8am
Day/Date of return: March 6th, 2026
Return Time: 2pm

1) **Specific Purpose(s) of the trip:**
MASC annual Conference

2) **Transportation plans:**
Travel by school bus

3) **Pre-Trip Orientation and/or Activities to be conducted in preparation for the trip:**
Trip preparation during weekly Student Council meetings - create leadership workshop for conference.

4) **Trip Itinerary:**
A sufficiently detailed trip itinerary must be attached to this application form, which indicates a precise sequencing of events. Detailed information should include, but not be limited to the following (where applicable):
   - Confirmations of reservations for planned events
   - Confirmations of reservations for lodging (MUST specify name, address AND phone number of hotel/motel AND specific room numbers assigned to the group)
   - Number and names of teacher chaperones
   - Number and names of other chaperones
   - CORI checks completed satisfactorily for chaperones
   - Detailed and sequential descriptions of the duties, responsibilities and authority of the chaperones which are specific to the trip, including a description of the method utilized to convey this information. (This is also to be clearly conveyed to all students prior to taking the trip).
   - Emergency number for parents to call
   - Nurse Coverage **(minimum 1-month prior approval required)** Medication Plan in place
   - Kitchen Notification
   - Special Education Notification
   - Specialist Notification
   - Communication Network Statement
   - Parent permission slip
   - Name of students going on trip
   - If trip is going prior to 1st period of the day, then attendance must be given to the office

5) Parent Permission Slip: A sample of the parent permission slip to be secured prior to taking the trip must be attached to this application form, (Note: phone number of parent is to be included on permission slip.)

6) If transportation is being provided in private vehicles, the following must be adhered to according to Policy EEAG (attached) of the Berlin-Boylston Regional

School District Manual Policy. All necessary documentation needs to be attached to this field trip application.

- A photocopy of the driver's coverage selections page to confirm bodily injury liability insurance coverage on the vehicle in the amounts of $100,000/$300,000 or more AND that the driver is listed as a principal or occasional operator of that vehicle.
- A photocopy of the driver's operating license.
- Confirmation by the trip coordinator that the volunteer driver has been through a CORI test without incident.
- Confirmation by the trip coordinator that the vehicle is equipped with seatbelts for each rider, including car seats or booster seats, if required by Motor Vehicle Law (MGL, Chapter 90, Section 7AA and MGL, Chapter 90 Section 13A).
- In the case of an employee driving one(1) or more students in a private vehicle, the employee must own the vehicle, and the employee must file evidence with this form of personal liability insurance coverage on the vehicle in the amounts of $100,000/$300,000 or more.

7) Specific follow-up activities planned as appropriate to this trip:
Debrief at following Student Council meeting.

8) How is this trip being financed?
Students will be paying for the trip. Any financial hardships can be supported with Student Council funds.

What provisions are being made for students for whom the expense is a hardship?
Support from Student Council fund.

9) Communication Network: A communications network must be in place prior to the trip which provides a means of communication between the trip coordinator and the parents of students taking the trip as unanticipated circumstances might dictate (i.e. delayed or early return)

Note well: The building administrator's approval of the trip application will serve as verification of this network being in place.

10) Standards addressed for this trip: Please indicate how this trip aligns with the standards within your curriculum (Specifically address the standards).
MASC - State Conference for Student Council members. Students attend leadership workshops and hear from motivational speakers.

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Approval: (Signatures below indicate your approval of the field trip as described on this form and addenda conditional upon the satisfactory completion of all items as contained herein. It shall remain the responsibility of the Field Trip Coordinator (as identified on this application) to submit evidence of such satisfactory completion to the appropriate building administrator no later than TWO school days prior to departure on the trip.

Department Head _____ Date: 12/19/25

Principal _____ Date: 12/22/25

***Nurse** Lisa M Lamoureux RN Date: 1-5-26

Superintendent (or designee)

_____ Date: _____

School Committee (Required for overnight/out of state trips)

_____ Date: _____

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NOTE: The following signature indicates that the Principal has received all required forms at least TWO days prior to the trip.

Principal: _____ Date: _____

School Committee Policies related to Field Trips

School Committee Policy on Student Travel

- All student trips which include late night travel after 9:00 p.m., overnight travel, or out-of-state travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
- Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

TAHANTO REGIONAL MIDDLE/HIGH SCHOOL
FIELD TRIP AGREEMENT/PERMISSION SLIP

It is understood that the trip to MASC Conference - Hyannis to be conducted by McCarthy / Rinker (Teacher) High School - Student Council (Class)

on March 4-6 2026, is an educational trip (not a field day or outing) and students are expected to conduct themselves in a manner which will bring credit upon themselves as well as the school. The signature of the student indicates his/her willingness to act in accordance with the above policy and notes his/her responsibility for any missed assignments.

_____
Student Signature

The group plans to leave at March 4th 8am and return to high school at approximately March 6th 2pm.

If the return to Tahanto is later than the afternoon dismissal, parents will be responsible for arranging transportation home for your son or daughter. I agree to allow _____ to attend the field trip designated above for the duration specified by regular transportation facilities provided by the school for the trip.
In case of emergency, illness or accident to the child named above, the school is authorized to proceed as indicated below.

1. Contact father at _____
2. Contact mother at _____
3. Contact relative at _____

MEDICAL RELEASE/MEDICATION ADMINISTRATION FORM

Health Concerns/Conditions (please check)

( ) ADHD ( ) Allergies ( ) Asthma ( ) Diabetes ( )Seizures ( )Bee/Insect Stings ( )Other

Explanation of symptoms and treatment:

_____

_____

Medication your child will require:

Medication _____ Dose _____ Frequency _____

Medication _____ Dose _____ Frequency _____

All students who self medicate must have parental permission and a current prescription on file in the health office. The medication policy applies during field trips as stated in the Student Handbook. In case of emergency, I give permission for my child to receive medical treatment.

Signature of parent/guardian _____ Date _____

MASCAR

"REVVING THE ENGINE OF LEADERSHIP"

MASC Hyannis 2024

Wednesday, March 6, 2024 - Starting Your Engines.

1:00 pm	**Shuttle Service Begins**	
1:30 pm - 4:00 pm	**MASC Welcome Activities**	Bass River Room
2:00 pm	**Candidates Meeting**	Hyannisport East
2:00 pm - 3:20 pm	**MASC Conference Registration**	Cape Cod Room
3:30 pm - 4:00 pm	**New Advisor Meeting**	Hyannisport East
4:15 pm - 4:45 pm	**MASC Advisor Meeting**	Hyannisport East
4:15 pm - 5:00 pm	**President's Reception**	Bogey's
	Hosted by Abyssinia Haile	Emerald Resort Ballroom
4:45 pm - 6:00 pm	**Dinner**	
	Red wristbands will eat dinner at 4:45 pm	
	Blue wristbands will eat dinner at 5:30 pm	
6:30 pm - 6:55 pm	**Student Expectation Meeting**	
	CDMASC & WMASC	Emerald Resort Ballroom
	SEMASC & NEMASC	Bass River Room
7:00 pm - 7:55 pm	**Workshop Session**	
	Black Font on Badge	
	Refer to program for descriptions and room assignments	
8:15 pm - 9:30 pm	**First General Session**	Emerald Resort Ballroom
	Opening Ceremony	
	Welcome.....	Paul Branagan, MASC Executive Director
	Introduction to Conference.....	Abyssinia Haile, MASC President
	Introduction of MASC Candidates.....	Abyssinia Haile, MASC President
	Keynote Speaker.....	Heather Schultz
10:00 pm - 12:00 am	**Entertainment**	
	Lip Sync Contest MASC	Emerald Resort Ballroom
	Evening Events	
	• Karaoke	Emerald Resort Ballroom
	• Dance/Mixer Event	Bass River
	• Swimming (Lifeguard On Duty)	
12:15 am	**Curfew**	
	Delegates must be secure in their rooms	

MASCar

"Revving the Engine of Leadership"

MASC Hyannis 2024

Thursday, March 7, 2024

- Shifting the Gears -

7:00 am - 8:15 am	**Breakfast**	Emerald Resort Ballroom
8:30 am - 9:25 am	**Workshop Session 2**	
	Pink Font on Badge Refer to program for descriptions and room assignments	
9:30 am - 10:40 am	**Second General Session**	Emerald Resort Ballroom
	MASC Election Speeches	
10:45am - 11:40 am	**Workshop Session 3**	
	Green Font on Badge Refer to program for descriptions and room assignments	
11:50 am - 12:45 pm	**Workshop Session 4A**	
	Red Font on Badge Refer to program for descriptions and room assignments ***Blue Wristbands will eat lunch at this time.***	
12:55 pm - 1:50 pm	**Workshop Session 4B**	
	Red Font on Badge Refer to program for descriptions and room assignments ***Red Wristbands will eat lunch at this time.***	
2:00 pm - 2:55 pm	**Third General Session**	Emerald Resort Ballroom
	Keynote Speaker	Monti Washington
3:00 pm - 3:45 pm	**Regional Meetings**	
	CDMASC	Emerald Resort Ballroom
	SEMASC	Bass River
	NEMASC	Hyannisport East
	WMASC	Cape Cod
3:45 pm - 4:30 pm	**Election of 2024-2025 MASC Officers**	Emerald Resort Ballroom
3:45 pm - 6:30 pm	**Banquet Preparation & Free Time**	

The 47th Annual MASC State Banquet & Semi-Formal Dance

6:30 pm - 9:00 pm	**MASC State Banquet**	Emerald Resort Ballroom & Bass River Room
	Welcoming Remarks by MASC President Abyssinia Haile Banquet Dinner	
	Presentations 2024 Administrator of the Year 2024 Unsung Hero Awards 2024 Henry Sullivan Advisor of the Year Award	
	Special Olympics SOMA Awards	
	2023-2024 Executive Board Remarks MASC Secretary MASC Vice President MASC President	 Talia Bedar Michael O'Malley Abyssinia Haile
	Announcement of candidates' run-off elections (If Necessary)	
9:00 pm - 12:00 pm	**MASC Semi Formal Dance** Club T Productions Swimming (Lifeguard on duty)	
9:30 pm - 10:00 pm	**Run-Off Election (If Necessary)**	Front Lobby
12:15 am	**Curfew** Delegates must be secure in their rooms	

MASCar

"Revving the Engine of Leadership"

MASC Hyannis 2024

Friday, March 8, 2024 — **- Crossing The Finish Line -**

7:00 am - 8:15 am	**Breakfast**	Emerald Resort Ballroom
8:30 am - 9:00 am	**Delegation Check-Out FINAL**	CCR Ballroom
9:15 am - 10:00 am	**Final General Session**	Emerald Resort Ballroom

Presentations & Recognition

2024 Conference Video Presentation

2024 Top Ten Project Awards

2024 James Rokas Awards

2024 MASC Council of Excellence Awards

Closing Ceremonies

Announcement of 2024-2025 MASC Officers & Passing of the MASC Gavel

10:00 am	**Final Shuttle to DoubleTree**	
10:15 am - 10:45 am	**MASC Executive Board Meeting**	Centerville A
10:00 - 11:00am	**Hotel Checkout**	
	Advisors Only	Hyannisport East

Any problems? Please see Paul Branagan in Centerville A or The Emerald Resort Room 104

THANKS FOR A GREAT CONFERENCE!
SEE YOU AT THE
48th ANNUAL MASC STATE CONFERENCE
COMING IN MARCH 5-7, 2025