

Suffield Public Schools  
Field Trip/School Sponsored Trip Request Form

**Directions:** Form to be completed by the advisor of the field trip and submitted to the principal's secretary. The completed form needs to comply with all regulations found in Policy #6153.

Date of Request: 11/23/2022

Type of Trip:           **Field Trip**            Extracurricular            Athletic            International

NOTE: Out of state or overnight trips must be approved by either the Superintendent or his/her designee and the Board of Education. (See Regulation #6153)

Advisor:                    **Corey Killian**

Date(s) of Trip:            **April 22, 2023**

Destination:                **Pennsylvania Convention Center, 1101 Arch Street, Philadelphia**  
**PA**

Number of Students:      **18**

Number of Chaperones: **2** (see Regulation #6153 – Chaperone guidelines)

Has disclosure form been completed for all chaperones that are not Suffield Public School employees and are chaperoning an overnight trip?

Yes                    No                    N/A

Has chaperone information, including applicable Board of Education policy(ies) been delivered to chaperones?

Yes                    No

Cost of trip (include information regarding payment of expenses and any financial penalties that may be incurred):

**\$2175 Total**

\$1775 for coach bus shared with Ellington High School (this is half of the total cost for the bus- Ellington will pay the other half)

\$400 Ensemble Registration Fee

Insurance Certificate Required:    Yes                    No

Mode of Transportation: Coach Bus, shared with Ellington High School

Explanation of Trip:

**Students will travel to the National Jazz Festival in Philadelphia, PA, where they will perform competitively and participate in a clinic. After the performance, students will have an opportunity to listen to other groups and see a professional big band perform.**

Educational Purpose:

**Students will work with professional jazz musicians in the clinic setting.**

**Students will get to listen to other ensembles, both student groups and professional ensembles.**

Itinerary:

**5:00 am Depart SHS w/ Ellington HS**

**11:00 am Arrive at Pennsylvania Convention Center**

- **Perform**
- **Clinic**
- **Listen to other groups**
- **Award Ceremony/Showcase Concert (division winners and professionals)**

**7:00 pm Depart Pennsylvania Convention Center**

**12:00 am Return to Suffield High School**

-----  
Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent/Designee:  Approve  Deny

Superintendent/Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Education:  Approve  Deny

Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_