

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: 3/21/24

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:                   Peter Davis - Windsor Locks High School

Date(s) of Trip:           4/16/2024 - 4/21/2024

Destination:              Houston, Tx Avenida De Las Americas

Number of Students:    11 \_ \_ \_ \_ \_

Number of Chaperones: 3 \_ \_ (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) Student cost is \$500.00 no refund. Total trip cost is -\$2.000 per student but we are using subsidies

Insurance Certificate Required:   Yes           No

Mode of Transportation:   Flight, tour bus, shuttles

Explanation of Trip:

Southwest Airlines LGA-HOU WN2141 April 16th, Hou -ATL WN!

3-0 & 30963-1 transport to and from LGA and WL High School. Texas Shuttle Airport - Hotel round trip. First Student charter Marriott hotel to Space Center Houston April 17.

Educational Purpose:

Connect Science and Technology classes to competition. FIRST robotics World Championships competition - real world problem solving experiences through guided, global robotics program. Students meet with professionals to discuss latest technological updates, meet with colleges and universities, compete with their robot in a cooperative environment

Itinerary:

Travel to Houston on Tuesday check in register check into hotel

Center Houston for tour and activities, then travel to Convention hall for introduction to games. Competitions thur -sat

Advisor's Signature: Melissa Pascarelli Date: 3/22/24  
Principal Signature: [Signature] Date: 3/28/24

Superintendent/Designee:  Approve  Deny

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

Board of Education:  Approve  Deny

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