

Suffield Public Schools
Field Trip/School Sponsored Trip Request Form

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: 4/20/24

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. Overnight trips must also be approved by the Board of Education. (See Regulation #6153)

Teacher/Advisor: Kelly Blais

Date(s) of Trip: 4/12/25-4/15/25 _____ Time: ALL DAY _____

Destination: Washington, DC

Number of Students: 10-20 (capped at 20)

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

Name(s) of Chaperone(s): Kelly Blais and Steph Holland

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):

\$1,675/student which pays for airfare, lodging, entrance to museums/monuments, fees for activities/seminars/workshops and simulations

Insurance Certificate Required: Yes No

Mode of Transportation: Plane

Explanation of Trip:

Close Up's once-in-a-lifetime program opportunities are designed to inspire and empower students to become active participants in our democracy. With the help of our program instructors, students experience history and government, consider a variety of viewpoints on important current issues, and build the skills of engaged citizenship.

Educational Purpose:

To support students' interest in politics and the American Government system and expand their knowledge of contemporary issues while using their critical thinking, collaboration and communication skills. (Suffield DAP(SAP) Goals #1/4

Itinerary:

Please see page 3 of this document or this link for an example schedule:
<https://www.closeup.org/wp-content/uploads/2023/08/FY24-HS-4-Day-DC-Web-Schedule.pdf>

(Apologies- the four days are PACKED with educational activities-it is too much to list!)

The details will be fine-tuned with permission to officially register

Advisor's Signature: Kelly Blais

Date: 4/19/24

Principal Signature: Matt Dobi

Date: 4/22/24

Superintendent/Designee: ☐ Approve ☐ Deny

Superintendent/Designee Signature: _____

Date: _____

Board of Education: ☐ Approve ☐ Deny

Board Chair Signature: _____ Date: _____