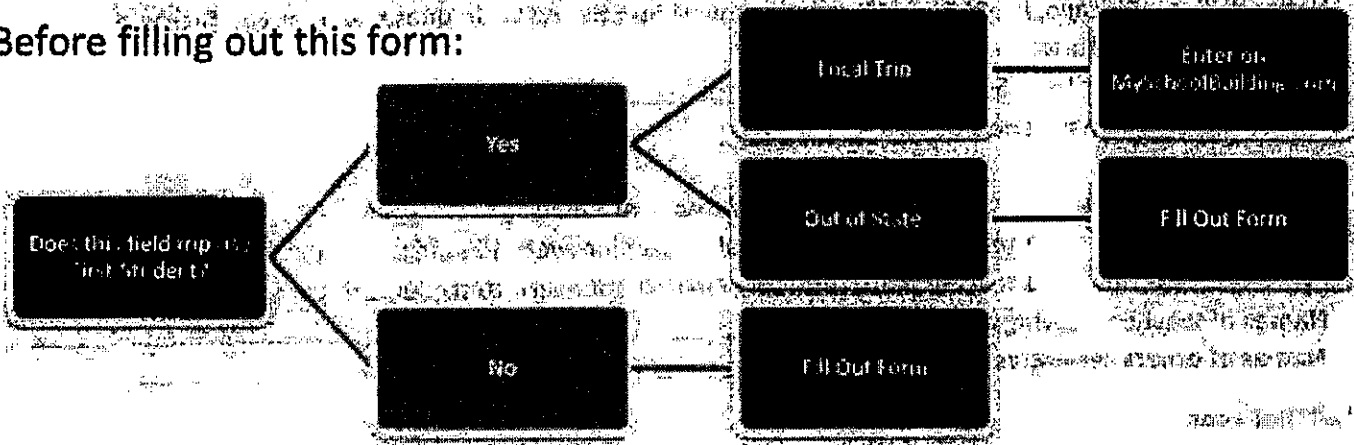


## HAMDEN BOARD OF EDUCATION SCHOOL-SPONSORED FIELD TRIP REQUEST FORM

Before filling out this form:



Field trip requests will now require you to submit this form, in order, to the director, principal, nurse, and lastly the Assistant Superintendent BEFORE you can enter the trip in [www.myschoolbuilding.com](http://www.myschoolbuilding.com). You must receive this form back signed before booking the bus. PLEASE BE AWARE OF YOUR TIME FRAME. Trips must still be entered 15 days before the date of trip, for in-state trips. All out-of-state trips must be approved by the board, first through the Curriculum Committee and then the full board at their next meetings (schedule available on [hamden.org](http://hamden.org)). [www.myschoolbuilding.com](http://www.myschoolbuilding.com) is for use with FIRST STUDENT buses ONLY. If transportation other than First Student is required, this form must be completed, approved, and scanned to [Taryn.Donnarummo@hamden.org](mailto:Taryn.Donnarummo@hamden.org) to keep on file at the Board of Education.

Name of Staff Member Requesting Permission: Janice Mira-Keenan / Will Auriemma

Date Request Submitted to Principal: 2/24/2025

School: Hamden High School Subject: National World Language Honor Society

1. Educational Objective for Trip: Global Citizenship - to expose students to the role of languages in international relations, diplomacy and cross-cultural communication. Language in real world contexts - seeing how multilingualism is essential for problem solving, and int'l cooperation.
2. Type of Trip: Check the appropriate box(es)
  - Field Trip: In-State
  - Field Trip: Out-of-State
  - Trips/Exchanges
  - Overnight
  - Extracurricular
  - International
3. Trip Information:
  - a) Trip Name: NWLHS Visit to the United Nations
  - b) Trip Date: 5/20/2025
  - c) Trip Destination: 405 E 45th St New York NY  

Address
City
State
  - d) Organization: (Classroom Grade) National World Language Honor Society
  - e) Transportation Type:  Regular School Bus  Wheelchair Bus  Coach Bus  Walking X TRAIN
  - f) Name of Carrier:  First Student  Other: METRONORTH Do Not enter onto Website

Continue on back for signatures →

g) Cost of Transportation: \$36 Source of Funds: Student

\*Account number trip is being paid from (Department) N/A  
First Student trips requiring payment must be paid for in advance. Send check to First Student Inc, 22157  
Network Place, Chicago, IL 60673-1221 with the trip ID number AND/OR quote number you received

h) Departure/Arrival Time:  
• Time Depart from School: 7:30 am  
• Time Return to School: 4:00 pm

i) Number of Students: 280-300 Number of Adults: 2  
Field Trip 1 teacher plus 1 additional person for every 15 students or part thereof  
Exchange Programs 1 teacher plus 1 additional person for every 10 students or part thereof

j) Names of teachers serving as chaperones: Janice Mita-Keenan, Will Auriemma  
Names of others serving as chaperones: \_\_\_\_\_

4. Fill all that apply

a) Total Cost per Student: \$50 What does this cost include? transportation, UN tour  
b) Emergency Contact Name: Elizabeth Lapman Cell Phone: 203-651-9339  
c) Special Medical Requirements: \_\_\_\_\_

SIGNATURES:

Director: [Signature] Date: 2.11.25

\* Is this trip connected to the curriculum?  Yes  No

Principal: [Signature] Date: 2.24.25

Nurse: [Signature] Date: 2/24/25

Assistant Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_