

Ballston Spa

CENTRAL SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

Today's date: Field trip date: Return Date:

- ☒ I/We request approval for the field trip outlined below
☒ I/We request that transportation be provided for this field trip.
(Check one) ☐ School District ☒ Contract Carrier*

*Name of Carrier:

Group/Team:

Advisors/Coaches:

Sponsor: Destination:

Educational/Competitive Purpose:

Team 3044 will be competing with 54 other FRC teams from around the region, multiple states and international teams. After seven weeks of building our robot, we get to compete with some of the best teams attending.

Are instructional substitutes required? ☒ No ☐ Yes. If Yes, how many?

How will this trip be funded? ☐ Booster Club ☒ Fundraising ☒ Other (Please specify below)

Time of departure: Pick-up location:

(i.e. 07:30)

Time of return: Drop-off location:

Number of student participants: Number of chaperones:

Itinerary for trip: Please attach or complete the information on the second page.

This should include name(s) of chaperones, lodging, and contact phone numbers)

Indicate any monies student participants are responsible for:

Administrative Authorization

Building Principal

Approved

☒ Disapproved

Date

Superintendent

Approved

☐ Disapproved

Date

Board of Education

Approved

☐ Disapproved

Date

Field Trip Itinerary

Trip Description (Include Who, What, When, and Where)

Team 3044 will be competing at the FIRST FRC Competition at RIT. We will be competing with 54 teams from near by states and also international teams, most notably China, Taipei. Practice day begins Thursday at 9am - 6pm. Friday and Saturday are full competition days with the same schedule.

Chaperones

Name	Phone Number	Name	Phone Number
darrel ackroyd	518 598 2845		
Jess Yliniemi	320 309 0720		
David Depauw	607 287 6168		
Sara Ackroyd			

Transportation

Company	Address (Street)	City, State	Phone Number
Yankee Trails	569 3rd Avenue Extension,	Rensselaer, NY	800.822.2400

Lodging

Company	Address (Street)	City, State	Phone Number
Hampton Inn & Suites	280 Clay rd	Henrietta, NY	585) 475-1300

Trip Itinerary & Schedule ☒ See Attached Itinerary Sheet

Acceptance

Yankee Trails

Client ID Client Company Client Ref 1 Client Ref 2	BSpaHSRobo Jessica Yliniemi Ballston Spa High School Robotics	Charter ID Movement ID Status Passengers Distance	70762 81013 Firm 40 497.5
First Pick-up Pick-up Date One Way Round Trip	220 Ballston Ave. Ballston Spa, NY 12020 Thu 3/12/2026 Time 05:45 No Yes	Destination Arrival Date Leave Date Back Date	Rochester, NY 14623 Thu 3/12/2026 Time 10:15 Sat 3/14/2026 Time 18:30 Sat 3/14/2026 Time 22:35

Seats	Vehicle Description	Vehicle No	Price	Tax %	Tax	Total
56	COACH	1	\$4,550.00	0	\$0.00	\$4,550.00
Movement Totals			\$4,550.00		\$0.00	\$4,550.00

Driver Description	Vehicle No	Driver Description	Vehicle No
School Bus Qualified	1		

Additional Pick-up Points	Day No	Time	Additional Pick-up Points	Day No	Time
1) Rochester Institute of Technology	1	10:05			

Route	Further Requirements
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Thursday, March 13th 2025

- 5:45am: Leave Ballston Spa High School for Rochester.
- Please allow for one rest stop
- 10am (estimate) Arrive at RIT
- 6:30pm (estimate) Head to the hotel for the evening.

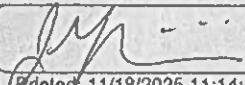
Friday, March 14th 2025

- 7:45am (estimate) Leave hotel for RIT for the day
- 6:30pm Leave RIT for Hotel for the evening

Saturday, March 15th 2025

- 7:45am Leave for RIT
- 6pm (estimate) Leave from RIT for Ballston Spa High School
- Please allow for one rest stop with food on the way home

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price and the payment terms detailed in the attached letter. I also acknowledge that I have read and agree to all the terms and conditions associated with this contract.

Signature		Print Name	Jessica Yliniemi	Date	11/18/25
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Coach Manager Printed: 11/18/2025 11:14:13 AM