

**Ballston Spa Central School District
FIELD TRIP REQUEST FORM**

Today's date: 10/14/2025 **Field trip date:** 10/20/2026-10/23/2026 **Return Date:** 10/23/26

☒ 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:** Southwest Airlines

Team: Clean Tech ECHS

Coaches: Tara Marie Crisafulli

Sponsor: World Food Prize Foundation

Destination: Des Moines, Iowa

Educational/Competitive Purpose: <https://www.accelevents.com/e/2026-norman-e-borlaug-international-dialogue?aff=WFPFWebsite#agenda> York State Youth Institute at Cornell University in March. We had 1 student chosen for the Global Youth Institute. The student will present the research she conducted around a specific global food security issue to a panel of roundtable of experts. She was chosen as a delegate for New York State and will connect with other student leaders to discuss global issues.

Are instructional substitutes required? ☒ Yes ☐ No If Yes, how many? 1

(Attach a copy of professional development request form requesting substitute funds)

How will this trip be funded? ☐ Booster Club ☐ Fundraising ☒ Other (Please Specify) The trip will be funded by the World Food Prize. The remaining cost will come from the Clean Tech ECHS account of the Community Foundation of the Greater Capital District.
(If fundraising is needed, please attach a completed request for fundraising form)

Time of departure: 8:05 AM PM (Circle one) **Pick-up location:** Albany International Airport (parents transporting to and from the airport)

Time of Return: 10:20 AM PM (Circle one) **Drop-off location:** Albany International Airport (parents transporting to and from the airport)

Number of student participants: 1 **Number of chaperones:** 1

Itinerary for trip: (Please attach. This should include name(s) of chaperones, lodging, and contact phone numbers)

Please see link above as there is no printable agenda. <https://www.accelevents.com/e/2026-norman-e-borlaug-international-dialogue?aff=WFPFWebsite#agenda>

Indicate any monies student participants are responsible for: The student was provided at \$400 travel stipend to cover the cost of flights. The hotel accommodations and food are being organized and paid for by the Global Youth Institute. The Clean Tech ECHS fund of the Community Foundation of the Greater Capital Region will cover all remaining expenses so that the student does not have to pay to participate.

Administrative Authorization

Building Principal Cherrie E. Snow Approved ☒ Disapproved ☐ Date 10/14/2026

Superintendent _____ Approved ☐ Disapproved ☐ Date _____

Board of Education _____ Approved ☐ Disapproved ☐ Date _____