

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231
PHONE (941) 927-9000

RECEIVED

MAY 04 2018

S. CRANTEES

FIELD TRIP AUTHORIZATION

Instructions: In-county field trips/school bus requisitions require principal approval only. All other field trips/school bus requisitions require principal and executive director approval. In addition, any trip involving students' out-of-state/country travel also requires School Board approval and should include release forms, insurance coverage, and other data supplied by the company assisting with the arrangements. Provide the information requested below and submit this completed form with appropriate attachments for approval adhering to the advance notification time prior to departure date noted after field trip below. Refer to School Board Policy 4.43.

Check One In-county Out-of-county (4 wks) Out-of-state (8 wks) Out-of-country (12 wks)

School Pine View School Destination Atlanta, Georgia Omni Hotel at CNN Center

Purpose National TSA Competition and Convention

Departing from RMS Date 06/22/2018 Time 6:00 am AM/PM

Returning from Atlanta Date 06/26/2018 Time 10:00 am AM/PM

Grade/Class/Sport PVS Technology Student Association

Person-in-charge KC Jones Phone 941-600-2741

Method of transportation School bus (Attach School Bus Trip Requisition [011-85-TRN]) Charter bus
 Airline Other : CTE Provided Bus

NOTE If other than a Sarasota County school bus is being used, attach certificate of insurance from carrier or Statement of Insurance on Private Vehicles form (065-96-FIN). See School Board Policy 8.36.

Meal arrangements Student must arrange for own meals.

Lodging arrangements Omni Hotel at CNN Center

Number of female students 3 Number of male students 3 Total 6

Number of female chaperones 3 Number of male chaperones 1 Total 3

Names of chaperones Deborah Berman, Dennis Carter & KC Jones

Cost per student \$ 410.00 Contact person if financial assistance is needed Drew Wormington

It is understood that permission slips and Emergency Medical/Treatment Consent For Field Trips And/Or Other After School Activities (063-96-DIS) forms will be obtained from parents prior to the field trip.

Funding Source Individual Fundraiser PTO/PTA Internal funds
 Other (Explain)

Verification of student medical insurance was completed for out-of-county/overnight travel? Yes No

Principal Name (Print) Dr. Covert Approved Denied

Principal Signature  Date 5/2/18

Executive Director Name (Print) Steve Crantees Approved Denied

Executive Director Signature  Date 5/4/18

Out-of-state/country field trip was School Board approved on (Board meeting date) _____

FIELD TRIP AUTHORIZATION

Instructions: Provide the following information for all field trips.

1. Explain the direct instructional connection with instructional program. Include any potential risks or hazards (e.g. water activity).

The National TSA Conference and Competition provides hands-on training that will develop the leadership and teamwork skills. The Conference also features state and national competitions and detailed events for students to gain experience in many technology fields. TSA is the CTSA aligned with Applied Engineering and Robotics programs.

2. Describe how students are being selected to participate with assurances of equal access for all students, regardless of economic level.

Other valuable workshops include Chapter Officer Training as well as Leadership training for non-officer students. This event allows students to interact and compete with students from around the nation in many levels of engineering events all while teaching students skills for leadership roles both inside and out of the TSA program.

3. Describe how students will be supervised once they arrive.

Chaperones will be accessible throughout the event. There will be a 5 - 1 ratio and all students will be in contact by phone to both Chaperones. Students will share rooms with 4 students to 1 room. Chaperones will assist students with individual schedule of events.

4. Should an emergency arise, how will communication and transportation be handled?

Chaperones will be Dennis Costa and Debbie Berman. There may be additional parents as well. All emergencies will be handled quickly and efficiently and relayed to administration in a timely manner.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231
PHONE (941) 927-9000

FIELD TRIP PERMISSION

Instructions: Complete and return this form to the school. It must be returned to the school before student will be allowed to participate in this activity. The Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities form must also be on file at the school before your student will be allowed to participate in this activity. A copy of that form shall accompany this sheet with the classroom teacher/coach or interscholastic activity sponsor. A detailed itinerary is attached if the field trip extends beyond the school day.

School Pine View School

Date 03/12/2018

Dr. Covert

Principal Name (Print)

Principal Signature 

FIELD TRIP INFORMATION

Purpose National TSA Competition and Convention

Destination Atlanta, Georgia Omni Hotel at CNN Center

Time/Date of departure 6am 06/22/2018

Time/Date of return 10pm 06/26/2018

Leaving from REIS PVS

Returning to REIS PVS

Means of transportation Bus Provided by CTE

Meal arrangements Student must arrange for own meals

Cost to students \$410.00

If financial assistance is needed, contact _____

FIELD TRIP PERMISSION

I, _____, give my permission
Parent/Guardian Name (Print)

for _____, to participate in the field trip
Student Name (Print) DOB

to National TSA Conference Atlanta, Georgia (destination) on 06/22-26/2018 (date).

The phone number where I can be reached during this field trip is _____

I realize that any activity that takes place away from the controlled environment of the school setting may present a higher risk of injury to my child. I also understand that this activity may be cancelled due to changing state, national, or international conditions. I assume responsibility for any personal financial loss related to such a cancellation. In consideration for permitting my child to participate in this field trip, I release The School Board of Sarasota County, Florida, its employees, and agents from all claims, judgments, costs, or other expenses, including attorneys' fees, resulting in any way from participation in the field trip described above.

Parent/Guardian Signature _____

Date _____

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231
PHONE (941) 927-9000

FIELD TRIP CHECKLIST

Instructions: The principal will designate the faculty member to be the sponsor for the field trip activity/event. Sponsors and coaches are responsible for the items below. All necessary forms must be completed and obtained from parents/guardians prior to the field trip. Once completed this checklist should be kept with the field trip packet containing all completed forms.

School Pine View School Sponsor Name Drew Wormington

Field trip destination National TSA Atlanta Georgia

Departure date/time June 22, 2018 6am Return date/time June 26, 2018 10pm

Mark when completed	Form No.	Form Name and Instructions	Type of Field Trip			
			In-County	Out-of-County	Overnight Travel	Out-of-State/Country
	070-90-DIS	Field Trip Authorization -- This form is to be completed by the sponsor and approved by the principal, executive director, and School Board if necessary. Approvals must be received before contracts are signed, fundraising is initiated, or plans are finalized. Mark approvals received. <input checked="" type="checkbox"/> Principal (All) <input checked="" type="checkbox"/> Executive Director (All except In-county) <input checked="" type="checkbox"/> School Board (Out-of-state/country only)	X	X	X	X
	071-90-DIS	Field Trip Permission -- This form is to be completed by the parent/guardian for any student participating in a school sponsored activity/event including band, chorus, athletics, interscholastic activity, etc.	X	X	X	X
	063-96-DIS	Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities -- This form must be completed by the parent/guardian for any student participating in a school sponsored activity/event including band, chorus, athletics, interscholastic activity, etc. regardless of whether or not school transportation is provided. For athletics, this form must be completed prior to an athlete's participation in pre-season or season play. Coaches and sponsors must carry a copy of these forms with them to all interscholastic activities/field trips.	X	X	X	X
	064-96-DIS	Release for Out-of-County or Overnight Travel for Athletics and Field Trips -- This form must be completed by the parent/guardian for any student participating in an out-of-county or overnight travel school sponsored activity/event including band, chorus, athletics, interscholastic activity, etc. regardless of whether or not school transportation is provided. For athletics, this form must be completed prior to an athlete's participation in pre-season or season play. Coaches and sponsors must carry a copy of these forms with them to all interscholastic activities/field trips.		X	X	X
	065-98-FIN	Statement of Insurance on Private Vehicles -- This form is to be completed by activity/field trip drivers for each private vehicle used to transport school sponsored groups and is valid for the school year in which filed. If the insurance policy expires or is cancelled during the school year, a new statement must be submitted.	X	X	X	X
	063-12-FIN	Private Vehicle Transportation Permission Form -- This form is to be completed by the parent/guardian to allow the student to be transported to/from any activity/field trip in a private vehicle.	X	X	X	X
	072-01-DIS	Chaperone Guidelines -- Each designated activity/field trip chaperone must complete and return this form.	X	X	X	X
	060-80-FIN	Certificate of Absence -- The sponsor and all other staff participating in the activity/field trip must complete this form to report temporary duty elsewhere.	X	X	X	X
	011-95-TRN	School Bus Trip Regulation	X	X	X	X

Field Trip/Event Sponsor Signature _____ Date 03/12/2018

RET: Master, ESY, GS7 37
 Dupl, OSA