

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

**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 Venice Middle School Destination London, England, Normandy France, Paris, France

Purpose 75th Anniversary of D-Day Events

Departing from Venice Middle School Date June 1, 2019 Time 1:00 AM/PM

Returning from Paris, France Date June 10, 2019 Time 1:00 AM/PM

Grade/Class/Sport Venice Middle Young Marines

Person-in-charge Major Michael Dubrule & Susan Maas-Lyon Phone 941-780-1489 (Susan)

Method of transportation  School bus (Attach School Bus Trip Requisition [011-85-TRN])  Charter bus  
 Airline  Other (Explain) Ferry across English Cannel

**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 included in itinerary: Breakfast and Dinner daily

Lodging arrangements included itinerary, 10 nights hotel accommodations

Number of female students 25 Number of male students 35 Total 60

Number of female chaperones 8 Number of male chaperones 8 Total 16

Names of chaperones Michael Dubrule, Susan Maas-Lyon, Kurt Schaefer, Jennifer Mergos, Lindsey Quigley, Elizabeth Walter, Julie Latchford, Level 2 Approved Parent Chaperones

Cost per student \$ 3,500 Contact person if financial assistance is needed Susan Maas-Lyon

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) TOMAS DINVERNO  Approved  Denied

Principal Signature Tom Dinverno Date 5/16/18

Executive Director Name (Print) STEVE CAWTEES  Approved  Denied

Executive Director Signature Steve Cawtees Date 5/31/18

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).

VMYM will participate in the 75th Anniversary D-Day events.

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

6th & 7th graders enrolled in the Venice Middle Young Marines for the 2017-18 school year are eligible to participate in the Mission Normandy 2019 trip. Young Marines will provide financial support to families requesting assistance, with funds collected through various fundraising activities.

Tour company provides financial assistance on a sliding scale and fundraising platforms for families to access and solicit donations.

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

Students will be organized by chaperone groups with a 4:1 ratio. Groups will travel by bus groups (40-50 ppl) with the tour director providing various historical and cultural guided tours. Staff and chaperones will provide close supervision to ensure the safety of all students.

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

Staff will utilize the assistance and support provided by the tour company. Families will be notified using cellphones.

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