

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

RECEIVED

APR 2 2018

S. CANTEES

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 Booker High School Destination Atlanta Marriott Marquis 265 Peachtree Center Ave. Atlanta, Georgia 30303

Purpose Technology Student Association National Conference

Departing from Booker High School Date Friday, June 22, 2018 Time 7:00 a.m. AM/PM

Returning from Atlanta Marriot Marquis Date Tuesday, June 26, 2018 Time 9:30 p.m. AM/PM

Grade/Class/Sport Technology Student Association

Person-in-charge Tina McCrea Phone 941-737-6253

Method of transportation  School bus (Attach School Bus Trip Requisition [011-85-TRN])  Charter bus  
 Airline  Other (Explain) District 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 (065-98-FIN). See School Board Policy 8.36.

Meal arrangements Student Responsibility

Lodging arrangements Atlanta Marriott Marquis 265 Peachtree Center Ave. Atlanta, Georgia 30303

Number of female students 4 Number of male students 7 Total 11

Number of female chaperones 1 Number of male chaperones 1 Total 2

Names of chaperones Tina McCrea, Charles McCrea

Cost per student \$ 0 Contact person if financial assistance is needed \_\_\_\_\_

It is understood that permission slips and Emergency Medical/Treatment Consent For Field Trips And/Or Other After School Activities (063-98-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. Rachel Shelley  Approved  Denied

Principal Signature [Signature] Date 4-2-18

Executive Director Name (Print) STEVE CARROLL  Approved  Denied

Executive Director Signature [Signature] Date 4/2/18

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).

National TSA Conference and Competition is a district supported event. TSA is an integral part of the engineering technology program. The National TSA Conference and Competition provides an opportunity for students to compete in over 30 leadership and technology-related STEM events with their peers from around the nation. Students explore careers, learn skills, gain experience and evaluate their performance within a competition framework.

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

Students chosen are those that participated at the Florida TSA Conference and Competition and have a likelihood of obtaining a finalist place at the national level. Money is being raised so that hotel rooms are covered. The only expense to the student is food.

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

Chaperones will travel with and monitor students.

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

We will communicate via text or phone and transportation is available for 1 chaperone to leave for the emergency and 1 to stay. Chaperones are aware of emergency procedures.

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**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 Booker High School

Date 03/22/18

DR. Rachel Shelley

Principal Name (Print)

Principal Signature



**FIELD TRIP INFORMATION**

Purpose Technology Student Association National Conference

Destination Atlanta Marriott Marquis 265 Peachtree Center Ave. Atlanta, Georgia 30303

Time/Date of departure 7:00 am Friday June 22, 2018

Time/Date of return 9:30 pm Tuesday June 26, 2018

Leaving from Booker High School

Returning to Booker High School

Means of transportation District Provided Bus

Meal arrangements Student Responsibility

Cost to students Food Expense

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 TSA National Conference in Atlanta, Georgia (destination) on June 22, 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 \_\_\_\_\_