

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
1960 LANDINGS BLVD., 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 Sarasota High School Destination Atlanta, GA; Westin Peachtree Hotel

Purpose TSA National Conference

Departing from Sarasota H.S. Date 6/22/18 FRI Time 6:00 am AM/PM

Returning from Sarasota H.S. Date 6/26/18 TUES Time 10:00 pm AM/PM

Grade/Class/Sport TSA - Technology Student Association

Person-in-charge Eric VanArsdall Phone _____

Method of transportation School bus (Attach School Bus Trip Requisition) Charter bus
 Airline Other (Explain) paid by boosters

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 responsibility

Lodging arrangements student responsibility

Number of female students 2 Number of male students 12 Total 14 ✓

Number of female chaperones 1 Number of male chaperones 2 Total 3 ✓

Names of chaperones Eric VanArsdall, Kathy Knuth, John Knuth

Cost per student \$ 192.00

It is understood that permission slips and Emergency Medical/Treatment Field Trip Consent 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 Keatman Stroughter Approved Denied

Principal Signature [Signature] Date 5/2/18

Executive Director Name Steve Cantres Approved Denied

Executive Director Signature [Signature] Date 5/2/18

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

✓ Approved + level (2)

FIELD TRIP AUTHORIZATION

Instructions: Provide the following information for all field trips.

1. Explain the direct instructional connection with instructional program.

The National TSA competition involves design of mechanical and structural devices in line with the Engineering Technology curriculum framework.

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

All TSA members are eligible to participate. TSA membership is open at no cost to the entire SHS student body - dues and conference registration are paid by the district. The cost for rooms for the 4-night stay at the Westin Peachtree is \$192 per student. This cost is paid by the students. TSA has several hundred dollars available to help students that are unable to pay \$192. This is announced at all TSA meetings when the conference is discussed.

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

Student teams will check in with advisor (VanArsdall) before and after all events. Advisor will know the event locations of all students. Students are staying in the Westin Peachtree hotel where the conference is held - boy's room's and girls's rooms are separate. At curfew student's hotel room doors will be secured with tape so that the chaperones can monitor compliance with curfew. Student's locations will be known to chaperones all all times: students will be at events, in their rooms, or at a restaurant with a chaperone at all times.

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

Advisor (VanArsdall) has the parent cell phone numbers for all parents / guardians. Transportation to / from the event will be chartered bus arranged by CTE district (Martha Flynn). In the event of a medical emergency, 911 will be used.

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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 Field Trip Consent 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 Sarasota High School Date 6/22/18
Principal Name (Print) Keatrin Stroughter Principal Signature K. Stroughter

FIELD TRIP INFORMATION

Purpose TSA National Conference
Destination Atlanta, GA; Westin Peachtree Hotel
Time/Date of departure 6:00 am, 6/22/18
Time/Date of return 10:00 pm, 6/26/18
Leaving from Sarasota High School
Returning to Sarasota High School
Means of transportation charter bus
Meal arrangements student responsibility
Cost to students \$192.00 (check payable to Sarasota High School)

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 at Westin Peachtree hotel in Atlanta, GA (destination) on 6/22/18 - 6/26/18 (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 6/26/18

RECEIVED

MAY 02 2018

S. CANTEES

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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 Sarasota High School Sponsor Name Eric VanArsdall

Field trip destination Atlanta, GA; Westin Peachtree Hotel

Departure date/time 6/22/17 @ 6:00 am Return date/time 6/26/17 @ 10:00 pm

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 type="checkbox"/> Principal (All) <input type="checkbox"/> Executive Director (All except in-county) <input 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 such as band, chorus, athletics, interscholastic activity, etc.	X	X	X	X
✓	063-96-DIS	Emergency Medical/Treatment Field Trip Consent – This form must be completed by the parent/guardian for any student participating in a school sponsored activity/event such as 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	Medical Release for Out-of-County or Overnight Travel – 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 such as 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
N/A	065-96-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
N/A	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
	011-85-TRN	School Bus Trip Requisition <i>Charter paid by Boosters</i>	X	X	X	X

Field Trip/Event Sponsor Signature

Date

RET: Master ESY, GS7 37
Dupl, OSA

073-01-DIS
Rev. 10-16-2014

6/22/18 5/1/18