

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

RECEIVED

APR 30 2018

S. CANTOES

**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 North Port High School Destination TSA National Conference, Westin Peachtree Plaza, 210 Peachtree St. NW Atlanta, Georgia 30303

Purpose Technology Student Association (TSA) National Conference & Competition

Departing from North Port High School Date Fri 6/22/18 Time 6:00 am AM/PM

Returning from North Port High School Date Tue 6/26/18 Time 10:00 pm AM/PM

Grade/Class/Sport TSA Officers and members

Person-in-charge Ken Jakoby Phone \_\_\_\_\_

Method of transportation  School bus (Attach School Bus Trip Requisition [011-85-TRN])  Charter bus  
 Airline  Other (Explain) CTE provided charter 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 Students responsible for purchasing their meals at the hotel/conference center

Lodging arrangements Westin Peachtree Plaza

Number of female students 4 Number of male students 9 Total 13

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

Names of chaperones Ken Jakoby, Bill Schaffner, Kelly Schaffner

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 (063-96-DIS) forms will be obtained from parents prior to the field trip.

Funding Source  Individual  Fundraiser  PTO/PTA  Internal funds  
 Other (Explain) CTE covers advisor costs and bus transportation, fundraising covers student lodging and registration.

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

Principal Name (Print) Brandon Johnson  Approved  Denied

Principal Signature [Signature] Date 3-23-18

Executive Director Name (Print) Stephen Cantoes  Approved  Denied

Executive Director Signature [Signature] Date 4/3/18

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 conference has two main objectives. Students learn leadership qualities and how to build a

TSA chapter. Students compete in numerous competitions for awards and scholarships.

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

The competition is open to all TSA members that want to participate and have prepared or completed the necessary

projects and prep materials for their individual competition(s).

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

Students have a strict itinerary of events and competitions. Chaperones will supervise students and have a schedule of all events and locations of each student. Chaperones will check on students throughout the event and monitor a strict curfew of 11pm. Students are not permitted to leave the hotel or conference area.

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

Parents will be contacted as per the permission form information and emergency medical forms,

care will be coordinated with Emergency Medical providers and hotel personnel. School administration will be notified.


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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 North Port High School Date Fri 6/22/18

Brandon Johnson  
Principal Name (Print)

  
Principal Signature

**FIELD TRIP INFORMATION**

Purpose Technology Student Association (TSA) National Conference & Competition

Destination TSA National Conference, Westin Peachtree Plaza, 210 Peachtree St. NW Atlanta, Georgia 30303

Time/Date of departure Fri 6/22/18 6:00am

Time/Date of return Tue 6/22/18 10:00pm

Leaving from North Port High School Returning to North Port High School

Means of transportation CTE Provided Charter Bus

Meal arrangements Students responsible for purchasing their meals at the hotel/conference center

Cost to students 0

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) TSA CTSO Advisor for TSA National Conf DOB

to \_\_\_\_\_ (destination) on \_\_\_\_\_ (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 Tue 6/26/18