

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 Booker High School Destination The Solita Soho Hotel ~ 159 Grand Street New York, NY 10013

Purpose To give students a professional dance experience, taking classes, watching professional dance and speaking with professional dancers

Departing from Booker High School Date Wednesday, January 16th 2018 Time 9:00AM AM/PM

Returning from New York City, NY Date Sunday, January 20th 2018 Time 5:00PM AM/PM

Grade/Class/Sport 12th grade students, dance

Person-in-charge Kathleen Candales Phone \_\_\_\_\_

Method of transportation  School bus (Attach School Bus Trip Requisition (011-85-TRN))  Charter bus  
 Airline  Other (Explain) \_\_\_\_\_

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 8.38.

Meal arrangements None, students will purchase meals

Lodging arrangements The Solita Soho Hotel

Number of female students 4 Number of male students 0 Total 4 ✓

Number of female chaperones 1 Number of male chaperones 0 Total 1 ✓

Names of chaperones Kathleen Candales ✓

Cost per student \$ 500 Contact person if financial assistance is needed Courtney Smith

It is understood that permission slips and Emergency Medical/Treatment Consent For Field Trips And/Or Other After School Activities (083-96-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. Rachel Shelley  Approved  Denied

Principal Signature *Darby Lack* Date 10-16-18

Executive Director Name (Print) Steve Candales  Approved  Denied

Executive Director Signature *SC* Date 10/29/18

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).

Students will travel to New York City to be immersed in the professional world of performance. They will take classes with professional teachers and dancers, watch professional dance and Broadway productions and have a chance to speak directly with former graduates to discuss what it is like to be a professional dancer in New York City. This is in line with college and career preparation for students to understand what a professional dancer does and their training needed to get there. Potential risks include bodily injury from physical activity and utilizing public transportation.

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

The open slots will be offered to Seniors on a first come first serve basis. The department will pay for the majority (2/3) of the overall costs with students responsible for 1/3. If students are unable to find such funding, they will be assisted by community and foundational partners. Students are eligible if they are in good academic standing in all their classes and have no behavior concerns. If open spots are still available, they will be offered to Juniors next in the same way as it was to the Seniors.

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

Students will travel with the chaperone to and from every location and will be in the same hotel. The chaperone will also accompany students for meal and other outings. All students will also have a series of contact information to utilize in any situation if needed.

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

All students will have phone numbers of other students on the trip, the chaperone and emergency contact list. All students will also have access to their own cell phones to ensure ability to communicate in an emergency. Students will carry their subway cards and form of payment on them at all times to ensure their ability to use public transportation in the event of an emergency. The chaperone will also have all contact information as well as forms of payment available to oversee all situations.

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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 Wednesday, January 16th 2018

Dr. Rachel Shelley  
Principal Name (Print)

Narby Lach  
Principal Signature

**FIELD TRIP INFORMATION**

Purpose To give students a professional dance experience, taking classes, watching professional dance and speaking with professional dancers

Destination The Solita Soho Hotel ~ 159 Grand Street New York, NY 10013

Time/Date of departure Wednesday, January 16th, 2019 9:00AM

Time/Date of return Sunday, January 20th, 2019 5:00PM

Leaving from Sarasota, FL Returning to Sarasota, FL

Means of transportation Van and Airplane

Meal arrangements None, students will purchase meals

Cost to students \$500

If financial assistance is needed, contact Department and Foundation support

**FIELD TRIP PERMISSION**

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

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

to The Solita Soho Hotel ~ 159 Grand Street New York, NY 10013 (destination) on (Wed)1/16/18 thru (Sun)1/20/18 (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 \_\_\_\_\_