

Suffield Public Schools  
Field Trip/School Sponsored Trip Request Form

**Directions:** Form to be completed by Advisor of the field trip. The completed form needs to comply with all regulations found in Policy #6153.

Date of Request March 19, 2018

Type of Trip:

Athletic

Field Trip

Extracurricular  
International

**NOTE: Out of state or overnight trips must be approved by either the Superintendent or his/her designee and the Board of Education. (See Regulation #6153)**

Advisor: Laura LaFlamme

Date(s) of Trip: October 23th- October 27th

Destination: National FFA Convention, Indianapolis, Indiana

Number of Students: 5 award recipients  
8- 10 chapter members (TBD)  
5 CDE winners (TBD)  
American degree recipients (TBD)

number of Chaperones: 2 (see Regulation #6153 – Chaperone guidelines)

Has disclosure form been completed for all chaperones that are not Suffield Public School employees and are chaperoning an overnight trip?

Yes

No

N/A

Has chaperone information, including applicable Board of Education policy(ies) been delivered to chaperones?

Yes

No

Cost of trip (include information regarding payment of expenses and any financial penalties that may be incurred): Registration cost to participate

Convention registration and tours: 100

Hotel : 200

Airfare and ground transportation 400

Meals 200

Total Cost : 700-900 per student

Insurance Certificate Required:

Yes

No

Mode of Transportation: Airplane and ground transportation

Explanation of Trip: In October nearly 63,000 FFA members and guests from across the country participate in general sessions, competitive events, educational tours, leadership workshops, an expo and shopping mall, volunteer activities and more. It is one of the largest annual student conventions in the world.

Educational Purpose: Chapter representatives will participate in the largest national youth convention. There will be educational tours, workshops and convention sessions as part of each student's experience. Students will be excited and motivated to return to the FFA chapter with many ideas to strengthen the FFA chapter.

Itinerary:

Tuesday am : Leave from Bradley airport

Wednesday - Friday

Convention session, Educational tours, Leadership workshops, CDE competition

Science fair, Community Service opportunities

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Advisor's Signature: Laura Lofeme Date: March 19, 2018

Principal Signature: Alan Lang Date: 3/20/18

Superintendent/Designee:  Approve  Deny

Superintendent/Designee Signature: Karen Beun Date: 3/24/18

Board of Education:  Approve  Deny

Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_