

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 Pine View School Destination Houston Convention Center - 1001 Avenida De Las Americas Houston, TX

Purpose World's FIRST Robotics Competition

Departing from Pine View Date 4/16/24 Tuesday Time 1:30pm AM/PM

Returning from Pine View Date 4/21/24 Sunday Time 9:00pm AM/PM

Grade/Class/Sport FIRST ROBOTICS

Person-in-charge Drew Wormington Phone 941-815-0951

Method of transportation  School bus (Attach School Bus Trip Requisition [011-85-TRN])  Charter bus  
 Airline  Other (Explain) Rental Vehicles

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 will purchase their meals.

Lodging arrangements Hampton by Hilton: 10505 East Freeway Houston, Texas 77029 USA

Number of female students 4 Number of male students 10 Total 14

Number of female chaperones 2 Number of male chaperones 3 Total 5

Names of chaperones Drew Wormington, Mark Checcone, Tanweer Memon, Marvi Memon, Sara Malone

Cost per student \$ 1685 (+food) Contact person if financial assistance is needed Drew Wormington

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) \_\_\_\_\_

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

Principal Name (Print) Dr. Covert  Approved  Denied

Principal Signature [Signature] Date 3/25/24

Executive Director Name (Print) Dr. Megan Green  Approved  Denied

Executive Director Signature [Signature] Date 3/25/24

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).

Practical application of STEM / Engineering Principles & techniques.

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

Students are members of FIRST Robotics and have prepared for this event, with minimum of 50 hrs of participation during build season.

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

Students will be checked in upon arrival and checked out upon leaving.

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

Parents will be called to pick up their child should the circumstances require such.

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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 Pine View School Date 4/16/24

Dr. Covert  
Principal Name (Print)

  
Principal Signature

**FIELD TRIP INFORMATION**

Purpose World's FIRST Robotics Competition

Destination Houston Convention Center - 1001 Avenida De Las Americas Houston, TX

Time/Date of departure 7:00am 4/15/24

Time/Date of return 6:00pm 4/22/24

Leaving from Pine View School Returning to Pine View School

Means of transportation Airline / Rental Vehicles

Meal arrangements Students will purchase their meals.

Cost to students \$1685 for hotel / transportation (plus meals)

If financial assistance is needed, contact Drew Wormington

**FIELD TRIP PERMISSION**

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

for \_\_\_\_\_ to participate in the field trip  
Student Name (Print) 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 4/21/24

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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 Pine View School Sponsor Name Drew Wormington

Field trip destination Houston Convention Center: 1001 Avenida De Las Americas Houston, TX USA

Departure date/time 4/16/2024 1:30pm Return date/time 4/21/2024 9:00pm

Mark when completed	Form No.	Form Name and Instructions	Type of Field Trip			
			In-County	Out-of-County	Overnight Travel	Out-of-State/Country
X	070-90-DIS	<b>Field Trip Authorization</b> – 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
X	071-90-DIS	<b>Field Trip Permission</b> – This form is to be completed by the parent/guardian for any student participating in a school sponsored activity/event including band, chorus, athletics, interscholastic activity, etc.	X	X	X	X
X	063-96-DIS	<b>Emergency Medical/Treatment Consent for Field Trips and/or Other After School Activities</b> – This form must be completed by the parent/guardian for any student participating in a school sponsored activity/event including 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
X	064-96-DIS	<b>Release for Out-of-County or Overnight Travel for Athletics and Field Trips</b> – 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 including 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	065-96-FIN	<b>Statement of Insurance on Private Vehicles</b> – 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
			If Applicable.			
	063-12-FIN	<b>Private Vehicle Transportation Permission Form</b> – 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
			If Applicable.			
X	072-01-DIS	<b>Chaperone Guidelines</b> – Each designated activity/field trip chaperone must complete and return this form.	X	X	X	X
X	060-80-FIN	<b>Certificate of Absence</b> – 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	<b>School Bus Trip Requisition</b>	X	X	X	X
			If Applicable.			

Andrew Wormington  
 Field Trip/Event Sponsor Signature

4/16/24  
 Date