

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 Harvard National Forensics Tournament, Harvard University, Cambridge, MA

Purpose 2025 Harvard National Forensics Tournament

Departing from Airport TPA Date 14 February 2025 Fri Time 7am AM/PM

Returning from Boston, MA Logan Airport Date 17 February 2025 Mon Time 10pm AM/PM

Grade/Class/Sport Pine View Speech & Debate

Person-in-charge Jym Froelich Phone 941.786.5000

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 8.36.

Meal arrangements Tournament will not provide meals which are at the student's expense.

Lodging arrangements Double Tree by Hilton, Soldiers Field Road, Cambridge, Massachusetts 02141

Number of female students 4 Number of male students 4 Total 8 ✓

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

Names of chaperones Jym Froelich/Hejiao Hu

Cost per student \$ 600 Contact person if financial assistance is needed Jym Froelich 941.786.5000

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. Stephen Cover  Approved  Denied

Principal Signature [Signature] Date 9-17-24

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

Executive Director Signature [Signature] Date 9/17/24

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).

Speech and Debate tournaments have been shown to improve academic achievement, public speaking, and interpersonal skills. Students are required to research issues of public concern, philosophical positions, or works of art. Students analyze their research and prepare oral and dramatic presentations based on their analysis. Those skill sets are readily transferable across the entire spectrum of academia. The only risks are those that are inherent on a college campus.

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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.

For this tournament, students must participate in team activities and/or previous competition at local tournaments. This requirement is to ensure that the students that desire to participate in this national level tournament have shown sufficient dedication and preparation for their event. For those students and families that need financial assistance, including full payment of fees, team benefactors, team fundraisers, and nations from PVA are provided.

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

Male and female chaperones accompany students to each of their events. Students and chaperones walk from central meeting locations (where the bus drops off from the hotel) to the events. Chaperones have contact information for all students and/or their parents. At the hotel, students have "lights out" times that are reasonable under the circumstances and gender appropriate chaperones perform a "room check" at the lights out time.

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

All chaperones have cellular phones and contact information for students' parents/guardians. Communication will initially be by telephone call followed by text message and/or email. Students' medical information will be on site at the tournament. Transportation will be determined under the circumstances but may include the chartered bus, licensed commercial vehicle, or ambulance, if appropriate.

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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 8 SEP 2024

Dr. Stephen Covert  
Principal Name (Print)

  
Principal Signature

**FIELD TRIP INFORMATION**

Purpose 2025 Harvard National Forensics Tournament

Destination Hilles, Harvard Campus, Cambridge, MA (Double Tree by Hilton Boston) 617.783.0090

Time/Date of departure 7am/14 Feb 2025 (FRI)

Time/Date of return 10pm/17 Feb 2024 (MON)

Leaving from Tampa International Airport Returning to Tampa International Airport

Means of transportation Delta Airlines; Shuttle

Meal arrangements Meals are not provided

Cost to students \$315 + airfare, meals, and ground transportation

If financial assistance is needed, contact Jym Froelich 941.786.5000

**FIELD TRIP PERMISSION**

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

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

to 2025 Harvard National Forensics Tournament, Cambridge, MA (destination) on 14-17 Feb 2025 (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 \_\_\_\_\_

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**CHAPERONE GUIDELINES**

**Instructions:** Complete and return this form to the school Field Trip/Event Sponsor.

School Pine View School Field Trip/Event Sponsor Jvm Froelich

Field trip destination 2025 Harvard National Forensics Tournament--Cambridge, MA

Departure date/time 14 February 2025/7am Return date/time 17 February 2025/10pm

The primary purpose of a field trip or school-sponsored activity is to enrich students' education. All school sponsored events, educational field trips, and other school sponsored student travel must be adequately supervised and chaperoned. As approved by the principal, the faculty member will be designated as sponsor, and other staff members or parents will be designated as chaperones. The sponsor is responsible for informing the accompanying adults of their duties and responsibilities. The safety of students is the primary concern. For this reason, the following guidelines have been developed outlining the responsibility of all chaperones.

As a Sarasota County School Board Chaperone, I agree to uphold the following guidelines:

1. Recognize that the Field Trip/Event Sponsor is ultimately responsible for all students. His/her directions must be followed by both students and chaperones
2. Understand that students must be kept under close adult supervision at all times. Chaperones are to report issues or concerns immediately to the sponsor. chaperones are on duty the entire time they are away from the school campus and must be willing to adhere to the guidelines
3. Assist the sponsor in making sure that all students are accounted for during the trip or activity, especially prior to leaving the field trip location or dismissing of students following the activity
4. Acknowledge that trips or events extending beyond regular school hours means that the sponsor and chaperones are responsible for students until they are released to parents
5. Agree that smoking and the use of alcoholic beverages are not permitted for any individual (adult or student) participating in a school sponsored activity according to the Sarasota County School Board Safe & Drug Free Schools policy
6. Comply with and meet the background check requirements for Sarasota County School Board volunteers/chaperones and agree to abide by the District Volunteer Guidelines

If the field trip or school sponsored activity is cancelled due to changing state, national, or international conditions, the School District cannot assume responsibility for any personal financial loss. 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.

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Chaperone Name (Print)

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Chaperone Signature

Date

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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 Jym Froelich

Field trip destination Harvard National Forensics Tournament: Cambridge, MA

Departure date/time 14 Feb 2025/7am Return date/time 17 Feb 2025/10pm

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	<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. <b>Approvals must be received before contracts are signed, fundraising is initiated, or plans are finalized. Mark approvals received.</b> <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	<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
	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. <b>Coaches and sponsors must carry a copy of these forms with them to all interscholastic activities/field trips.</b>	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. <b>Coaches and sponsors must carry a copy of these forms with them to all interscholastic activities/field trips.</b>		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
	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
	072-01-DIS	<b>Chaperone Guidelines</b> – Each designated activity/field trip chaperone must complete and return this form.	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

8 SEP 2024

Field Trip/Event Sponsor Signature

Date

RET: Master, ESY, GS7 37  
Dupl., OSA

073-01-DIS  
Rev. 8-17-2016