

# **School Sponsored Field Trip Request Form Out of State Travel ONLY**

*Attach itinerary, student lists (if known), hotel information, chaperone sign-off forms, waiver requests, etc. to the completed request form and send to the Principal's office. If you will just be submitting the one request form, you may return it by email.*

*Submit to the principal's office no later than the Wednesday before the Natick High School Committee is to meet. Overseas trip requests must be submitted and also approved in advance of any marketing to the students.*

*The lead teacher or an adult representative from your trip must appear at the School Committee meeting to present the request. You will be notified of the date of this meeting.*

To: Dr. Peter Sanchioni  
From Brian Harrigan, NHS Principal  
Date: March 7, 2017  
Re: BPA National Competition

I would like to request School Committee Approval for the following over night / out-of state trip:

Lead teacher's name: Marjorie Roberson

Group: Business Professionals of America

Destination and also Itinerary: Orlando Florida. Daily Competitions

Date of trip: May 9 – May 14

Transportation: Flights to and from Orlando. Disney Transportation while there.

Mode of transportation requested: Airline

Method of payment (fundraising, etc.): Fundraising, student pay

Names of chaperones: 2

Estimated Cost of trip per student: \$1000

Please state the purpose of this trip: Two teams of students and one individual placed at State Competitions. They are eligible to compete in their respective events at Nationals and compete in open competitions as well as take place in workshops and certification exams.

Other students will travel to be interns at the event and compete in open competitions as well as take place in workshops and certification exams.

I support this request and thank you for your consideration.

Sincerely,

Brian Harrigan  
Principal

☐ **I have attached all relevant forms necessary to submit this request.**

*Revised January 22, 2014*