



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



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April 6, 2018

Dear Dover School Board Members,

This letter is being written in support of our two Electrical students who won first place at the State Skills USA competition in March. These two students along with their electrical teacher, Mr. Dave McKenzie will travel to Louisville, KY from June 25th - 30th to attend the National Skills USA competition. Enclosed please find the preliminary information related to the trip itinerary. We appreciate your support of this wonderful opportunity for our students to support their titles at the national level and thank the ECBA for funding this trip for our students, as well as Mr. McKenzie for providing them the tools to be successful.

Sincerely,

Louise Paradis
Director, Dover Regional Career & Technical Education Center

From: David McKenzie Electrical Technology Instructor, Dover High School

To: Dover School Board, Dover, NH

Ref: (a) Field Trip Request Form
(b) IJOAA – Extended Travel
(c) IJOA- Permission Slip

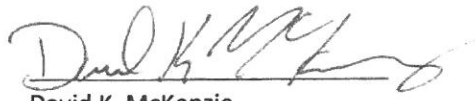
Subj: Request for Approval of Out of State – Overnight Field Trip to Skills USA National Competition.

I. Per references (a) and (b), David McKenzie, the Electrical Technology Instructor for Dover High School, Dover, NH is formally requesting school board approval for an overnight field trip to Skills USA National Competition. As per reference (b), please find the following for the preliminary approval

1. What is the educational purpose of the field trip? The trip will have the following components:
 - a. The ability for the students to showcase the skills that they have acquired in the Electrical Technology Program on a national stage.
 - b. The ability for the students to meet and network with people involved in the electrical industry from all over the country.
 - c. Leadership development.
2. Horizon Travel is being used for flights only.
3. Dates of the trip – 25-30 June, 2018
4. Itinerary – Arrive at Logan Airport, Boston MA at 7:00 Monday, 25 June. Arrive in Louisville Kentucky at 3:00 PM Monday, 25 June, Move into Skills USA NH Hotel Block, attend diner that evening. Tuesday, 26 June – attend Skills USA Opening Ceremonies, attend Skills USA event at 4th Street. Wednesday, 27 June – Students' competition day. Thursday, 28 June – Students' Competition day followed by event at local Louisville amusement park. Friday, 28 June – attend awards ceremony and closing ceremony. Saturday, 29 June – Depart Louisville at 6:00 AM, arrive Boston Logan Airport at 1:00 PM.
5. Cost per student – Free, ECBA is funding the trip for students.
6. Students who are attending have placed first (1st) in their disciplines at the state level.
7. Please see attached reference (c)IJOA, permission slip
8. Insurance coverage will be the same as with any regular school field trip.
9. Awaiting approval from CTC Director, Principal, and Superintendent
10. ASEOP request will be entered on 5/1/18

11. There is no financial benefit for this trip.

12. Instructor's costs will be covered by the Perkins Grant.



David K. McKenzie

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: AUGUST 10, 2015	PAGE 1 OF 2

School: Dover High School

**DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM**

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. ****Please note that no child will be allowed to attend a trip without a signed permission slip.****

Please sign and return to your child's teacher by: 5/18/18.

Description of Activity: Attending the Skills USA National Leadership Conference in Louisville, Kentucky

Purpose of Activity: To compete for New Hampshire and Dover High School in an Electrical demonstration.

Destination: Louisville, Kentucky Transportation Provided By Self

Date: 6/25-6/30 Departure Time: 7:00 AM Return Time 1:00 PM

Cost: N/A Please make check payable to: _____

We Need Chaperones for this Trip: YES ☐ NO ☒

_____ I understand I must complete fingerprinting for a criminal records check at least three (3) weeks in advance of the field trip at the SAU 11 office before attending this trip.

_____ I have completed the fingerprinting for a criminal records check at the SAU 11 office.

Recommended clothing, equipment, supplies, etc.:

Clothing for the week, Skills uniform, Boots, Hardhats and safety glasses, Tools, money for food.

School/Field Trip Permission Form

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers and chaperones to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: _____

Student Name: _____ Teacher Name: _____ Grade: _____

Trip Date & Destination: _____

Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

In case of an emergency and you cannot be reached, whom do you want us to call?

Name: _____ Home # _____ Work # _____ Cell # _____