

### Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Ignite Institute Grade(s): 9-12 Class/Activity Group/Team: FRC Team (PiBotics)  
Teacher/Sponsor/Coach: Andrew Brown Cell Phone Number: 859-462-0965  
Person trained with current medication administration training CPR/FA/AED credential Andrew Brown

Destination Venue, Location and State: George R. Brown Convention Center, 1001 Avenida De Las Americas, Houston, TX 77010

Trip Location Contact Person: Martha Garza Phone Number: 713-853-8007

# Teachers: 2 # Students: 15 # Chaperones: 8 Adult/Student Ratio: 1:3

<b>Date(s) &amp; Times</b> Departure Date: <u>04/15/25</u> Time: <u>4:20</u> <u>AM</u> / <u>PM</u> Return Date: <u>04/20/25</u> Time: <u>6:00</u> <u>AM</u> / <u>PM</u>		<b>Cost</b> Total Cost: \$ <u>29,376.75</u> Funding Source: <u>FRC Team Fund</u> <u>9402846-0895-7947</u> Fee to be assessed to students: <u>\$0</u> <i>Attach Student Activity Cost Form 09.15 AP.23</i>	<b>Transportation</b> <input type="checkbox"/> District Bus/Van <input type="checkbox"/> Charter Bus: Approved Bid - Company Name <input checked="" type="checkbox"/> Other: <u>Flight</u> <i>Attach a copy of Charter Bus Contract.</i>
<b>Meals</b>	At school prior to departure <input type="checkbox"/> Student Packed <input checked="" type="checkbox"/> Location where packed lunches will be consumed: _____ School Cafeteria Packed <input type="checkbox"/>		
	Student Purchase Restaurant <input checked="" type="checkbox"/> (Name and location of each stop) Name & Location: _____ Name & Location: _____		
<b>Over Night</b>	Date: <u>4/15 - 4/20</u> Lodging: <u>Courtyard by Marriott - West University</u> <u>2829 Westpark Drive, Houston, TX 77005</u>		
	Date: _____ Lodging: _____		

Trip Purpose and Core Content/learning targets: FIRST Robotics World Championship

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: N/A

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: Andrew Brown

School Nurse Initials: AB for verification that medications administrator listed above received training.

Due Date: 4/14/25 to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- AB I have attached an anticipated Trip Itinerary
- AB I have evaluated the trip site for potential hazards/special requirements
- AB I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
- AB Funds have been secured for indigent students
- AB If needed, background checks for chaperone approval have been initiated
- AB Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: AB Date: 4/14/25

**School-Related Student Trip Request Form****EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)****FOR****ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**Destination/Venue George R. Brown Convention CenterVenue Address 1001 Avenida De Las Americas, Houston, TX 77010Person or email contacted at venue to discuss EAP Martha Garza 713-853-8007Position/Title of person contacted Facilities DirectorDate (s) of contact 4/1/25Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? Multiple available around the venueDoes venue have an emergency response team (ERT) ☒ yes ☐ no?Process to request AED and/or ERT if needed at the scene Contact any venue or event staff  
for ERT; AED can be retrieved when neededWill a portable AED be taken from school on this trip? ☒ yes ☐ no? If yes, who will be responsible for oversight and location of AED? Andrew Brown / Amy AtkinsIs any other assigned emergency equipment available on field trip? ☒ yes ☐ noIf so, list location of equipment First aid bag will be kept with portable AED

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs.
- If possible, how to gain access.
- Steps that must be taken quickly to initiate the chain of survival.
  - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
  - Call 911 using cell phone or other means of communication.
  - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute).
  - Retrieve and use the nearest AED.
  - Continuing supporting the victim until the local EMS arrives and takes over care; and
  - Direct EMS to the scene.

○ **APPROVAL SIGNATURES REQUIRED**

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- CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES**

○ Principal: [Signature] Date: 4/1/2025○ ☒ Required for all trips

○ Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

○ ☒ Overnight Trips

○ Board of Education: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

○ Submit forms to Superintendent/Designee for review and submission to the Board for approval.

○ ☒ Travel outside the Tri-State area of KY, OH, IN○ ☒ Common Carrier contract including cost○ ☒ Common Carrier Transportation Reason for using a Charter Bus/Plane: Long distance travel (1000+ miles)○ *All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.*


# Estimated Flight Cost

Roundtrip – CVG (Cincinnati) to IAH (Houston)


Depart: April 15


Return: April 19


Cost per ticket (see screenshot below)	Number of tickets	Total Cost
\$363.07	25	\$9076.75




English - US









First name (required)

Last name (required)

Middle name/initial  
(if shown on ID)

Date of birth (required)

Month

Gender (required) \*

Suffix

Frequent flyer program


Frequent flyer program

Frequent flyer number

Traveler contact information

Known Traveler Number or redress number

Special meal requests

 Assistance requests

Wheelchair services, mobility devices and other accessibility options

Cincinnati CVG to Houston IAH

Apr 15 • 8:20 am to 8:07 am • Nonstop

Duration: 2h 47m

Travelers: 1

Flight Number: UA 2442

Aircraft type: Airbus A320

Emissions per seat type: 150 kg CO<sub>2</sub>

Hide details

Houston IAH to Cincinnati CVG

Apr 20 • 8:30 am to 5:33 pm • 1 stop

Duration: 7h 3m

Travelers: 1

Houston IAH to Chicago ORD

Apr 20 • 9:30 am to 12:20 pm

Duration: 2h 50m

Flight Number: UA 2124

Aircraft type: Boeing 737-900

Emissions per seat type: 123 kg CO<sub>2</sub>

2H 40M

Chicago ORD to Cincinnati CVG

Apr 20 • 3:09 pm to 5:33 pm

Duration: 1h 24m

Flight Number: UA 1941

Aircraft type: Airbus A320

Emissions per seat type: 78 kg CO<sub>2</sub>

Hide details

Fare

\$300.25

> Taxes and fees

\$62.82

Total due

\$363.07

## **FIRST Robotics World Championship**

### **Field Trip Itinerary**

#### **Tuesday, April 15<sup>th</sup> 2025**

4:20 am – Arrive at CVG Airport

6:20 am – Flight Leaves CVG

8:07 am (CDT) – Flight lands at IAH Airport (Houston)

3:00 pm – Check-in Hotel

#### **Wednesday, April 16 – Saturday, April 19**

\*See attached event itinerary

#### **Sunday, April 20**

7:30 – arrive at IAH Airport

9:30 – Flight leaves IAH

12:20 pm – Flight arrives at ORD Airport (Chicago)

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3:09 pm – Flight leaves ORD

5:33 pm – Flight arrives at CVG

6:00 pm – Parent pick-up from CVG

# **FIRST. 2025** **CHAMPIONSHIP**

PRESENTED BY **BAE SYSTEMS**

## **FIRST® ROBOTICS COMPETITION SCHEDULE** **HOUSTON, TX**

*All times are subject to change*

### **Wednesday, April 16, 2025**

7:00 AM – 9:00 AM	Advance Entry – 6 Team Reps only for teams that shipped robots <ul style="list-style-type: none"> <li>Teams that shipped robot check-in at Main Lobby table in front of the <i>FIRST</i> Robotics Competition Pits entrance</li> </ul>
7:00 AM	Machine Shop Open
7:00 AM – 6:00 PM	Quiet Room Open – located in 362 CF
9:00 AM – 2:00 PM	Team Load-In – 6 Team Reps for all other teams
10:00 AM	Inspection Opens
12:00 PM – 7:00 PM	Practice Fields Open (will extend if pits remain open late)
2:00 PM – 7:30 PM	Pits Open
2:00 PM – 4:00 PM	Fields Open to Teams for Measurement & Robot Sensor Calibration and Connection Test
4:00 PM – 4:30 PM	Driver's Meeting – Galileo Field - Drivers report to the stands
4:30 PM – 4:45 PM	Hall of Fame Ceremony – Galileo Field
5:00 PM – 7:00 PM	Practice Matches
7:30 PM	Pits, Inspection and Machine Shop Close

### **Thursday, April 17, 2025**

7:00 AM - 6:30 PM	Pits and Machine Shop Open
7:15 AM – 6:00 PM	Practice Fields Open (will extend if pits remain open late)
7:30 AM – 8:00 AM	Fields Open to Teams for Robot Sensor Calibration and Connection Test
7:00 AM – 6:00 PM	Quiet Room Open – located in 362 CF
8:00 AM – 8:10 AM	Opening Ceremonies
8:10 AM - 6:00 PM	Qualification Matches
11:00 AM – 12:30 PM	Division Break – Archimedes
11:15 AM – 12:45 PM	Division Break – Curie
11:30 AM – 1:00 PM	Division Break – Daly
11:45 AM – 1:15 PM	Division Break – Galileo
12:00 PM – 1:30 PM	Division Break – Hopper

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# **FIRST. 2025** **CHAMPIONSHIP**

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**BAE SYSTEMS**

12:15 PM – 1:45 PM	Division Break – Johnson
12:30 PM – 2:00 PM	Division Break – Milstein
12:45 PM – 2:15 PM	Division Break – Newton
6:30 PM	Pits and Machine Shop Close

## **Friday, April 18, 2025**

7:00 AM – 6:30 PM	Pits and Machine Shop Open
7:15 AM – 6:00 PM	Practice Fields Open (will extend if pits remain open late)
7:00 AM – 6:00 PM	Quiet Room Open – located in 362 CF
7:50 AM – 8:00 AM	Opening Ceremonies
8:00 AM – 6:00 PM	Qualification Matches
11:00 AM – 12:30 PM	Division Break – Newton
11:15 AM – 12:45 PM	Division Break – Milstein
11:30 AM – 1:00 PM	Division Break – Johnson
11:45 AM – 1:15 PM	Division Break – Hopper
12:00 PM – 1:00 PM	<i>FIRST</i> Dean's List Celebration - Hilton America's Ballroom. Doors will open at 11:15am
12:00 PM – 1:30 PM	Division Break – Galileo
12:15 PM – 1:45 PM	Division Break – Daly
12:30 PM – 2:00 PM	Division Break – Curie
12:45 PM – 2:15 PM	Division Break – Archimedes
6:30 PM	Pits and Machine Shop Close

## **Saturday, April 19, 2025**

6:45 AM – 2:00 PM	Pits and Machine Shop Open
7:00 AM	Opening Ceremonies + <i>FIRST</i> Impact Award Finalists, and Alliance Selection
7:00 AM – 6:00 PM	Quiet Room Open – located in 362 CF
8:30 AM – 4:00 PM	Team Load Out
8:30 AM – 12:00 PM	Division Playoff Matches – Division Awards presented during Playoffs
12:00 PM – 2:00 PM	Break
2:00 PM	Pits and Machine Shop Close
2:00 PM – 6:15 PM	<i>FIRST</i> Robotics Competition Event Finale (including Einstein Tournament, Einstein Final Matches, Volunteer of the Year, Woodie Flowers Award and the <i>FIRST</i> Impact Award)

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