

**NASHOBA REGIONAL SCHOOL DISTRICT
APPROVAL FOR OVERNIGHT FIELD TRIP / TRAVEL**

Please use this form for any field trips/overnight travel you are planning. Superintendent and School Committee approval must be obtained 90 days prior to departure date.

Person Organizing Field Trip: Maura Bailey Group/Class Student Council

Approx. # of Students: 8 Approx. # of Chaperones 2

Names of Chaperones:
Maura Bailey CORI Fingerprinted CORI [] Fingerprinted []
Laurie Klausner CORI Fingerprinted CORI [] Fingerprinted []
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Destination: Resort + Conference Center - Hyannis

Date(s) planned: Departure 3/6 @ 2:30 Return: 3/8 @ 2pm How many school days will be missed: Thursday
(Students don't have school Friday)

Objective of the Trip: (How will this trip be related to the curriculum? What preparation have you given the students and what follow-up activities are planned?) This trip will help our students continue to build our Student Council Org.

Itinerary: (Provide or attach a brief description of the itinerary) Attached

Method of Transportation: I will drive sophomores. Seniors will drive themselves.

Driver: (If staff member list staff member name) Maura Bailey

Lodging Accommodations: Name: Resort + Conf. Center @ Hyannis
 Address: Hyannis, MA 02601
 Phone #: 508 775 7775

Tour Company you are working with: _____

Total Cost of Trip: \$ 2871 Total Cost to Student: \$ 319

How will this trip be funded? If funded from a school budget, please indicate: \$319 for MB to attend from Steve account; students will fund the rest personally.

<u>Maura Bailey</u> TEACHER/ADVISOR SIGNATURE	<u>2.8.19</u> DATE	<u>Paul J. Jones</u> PRINCIPAL SIGNATURE	<u>2/8/19</u> DATE
<u>Nancy Bort</u> NURSE SIGNATURE	<u>2/8/19</u> DATE	_____ SUPERINTENDENT SIGNATURE	_____ DATE
_____ NRSC CHAIR SIGNATURE	_____ DATE		



NASHOBA

Regional School District

FIELD TRIP REQUEST FORM

This form must be submitted to the principal at least 30 days prior to the trip, along with an alphabetized list of students who will be attending. Refer to District Field Trip protocols.

Date submitted: 2.6.19

Name of requestor: Maura Bailey / Kim Earley

Destination: Resort + Conf. Center @ Hyannis

How does this trip relate to the curriculum? for Student Council

Date(s) of trip: Wed. 3.6 - Fri 3.8

Departure time: 2:30 3.6 Return time: afternoon of 3.8^{Friday}

Number of Students 8 Number of adults: 2

Mode of transportation: Personal transportation / Maura Bailey

Source of payment for the trip: Stuco funds + student funded

Estimated Cost of Field Trip: (attach breakout on separate sheet, if applicable) \$ 2871

School Nurse Approval: Y N Reason: N Banti RN 2/8/19
Signature date

Nurse Required: Y N
If yes... Nurse Coordinator notified _____
date

Approved Paul J. Danvers Declined* 2/8/19
Principal signature Date

*Reason _____

Return form to school nurse

copy to office

Nurse Approval

Principal Approval



ADVISOR NOTES FOR THE MASC CONFERENCE

Phone Numbers

Resort and Conference Center at Hyannis
Hyannis, MA 02601
508-775-7775

Cape Codder Resort
1225 Iyannough Road
Hyannis, MA 02601
888-297-2200

Please review the information in this packet

(Rules, procedures, schedules, permission slip/power of attorney, room damage form, etc.)

- Required Delegate Forms** - We suggest that you photocopy just about everything for your students.
 - Delegate Responsibilities, Behavior Guidelines & Dress Code (give copy to each delegate)
 - Parents' Power of Attorney / MASC Policies Form - don't come HERE without them!
 - Please collect school field trip permission slips as required by your school. The MASC conference is considered an extension of the school day. Your delegates will be expected to conform to school and MASC rules. You should check all you delegates with the school nurse. If they need any special requirements, you and our nurse need to know in advance. The conference nurse is Belle Porter from Middleborough, please check in with her with any special requirements you might have.
 - Room damage forms should be compiled onto one form and returned on Wed. PM
- Delegate Packing Information** - Please reference enclosed Dress Code Information
 - Comfortable clothes, yes they may wear shorts, sweats, jeans, etc, however they must be of an appropriate nature and length.
 - Swimsuit (Extra towel, even if you don't swim - maid service can be a frustrating experience at times.)
 - Spending money (room and board are paid, snacks are not, pizza is extra)
 - Thursday night banquet is a "dress up affair" (semi formal)
- Shuttle Bus Service** - There will be school busses shuttling between the RCCH and the Cape Codder. These busses are scheduled at times when travel back and forth will be necessary.

Wednesday: 1:00 PM - 5:30 PM
 8:30 PM - 12:00 AM

Thursday: 7:00 AM - 8:30 AM

 12:00PM - 1:00 PM (This one bus is for advisors who need to go back to
 the Cape Codder, it is not intended for delegates)
 3:30 PM - 6:00 PM
 end of banquet - 12:00 AM

Friday: 7:00 AM - 8:30 AM
 10:00 AM - 11:00 AM

***No student should return to the Cape Codder or go to the RCCH
without the advisor's approval.***

4. **Registration** - Registration for the conference will take place at the RCCH in the Cape Cod Room on the second floor. Please be patient - we are working as fast as we can. Registration will begin at 2:00 PM.
- 2:00 PM - 4:00PM Conference Registration - conference materials/finances
 - If you are staying at the Resort & Conference Center of Hyannis have your delegation report directly to the lobby while the advisor (only) checks into the front desk of the hotel to obtain hotel room keys.
 - If you are staying at the Cape Codder Resort, have your delegation report directly to the Cape Codder to get your room assignments. Do this before heading to the RCCH for the Conference Registration.
 - Mandatory Advisors Meeting – 4:00pm in the Cape Cod Room (*all advisors must attend*)
 - Outstanding balances not mailed by March 1st should be brought with you to the conference. Do not allow changes unless absolutely necessary. **Cancellations of registrations may not be refunded and you will be billed for an unused room/occupancy.**
 - You may store any Lip Sync material in Barnstable III if necessary.

5. **Advisors General Information**

Drugs & Alcohol - Do the very best to be certain that your delegates does not bring alcoholic beverages or unprescribed drugs to the conference. Please double check all beverages brought to the hotels. Delegates using prescriptions should notify the conference nurse on Wednesday. Belle Porter will be the conference nurse and can be contacted in RCCH Room 104 or at the front desk. Please refer to the Behavior Guidelines for consequences associated with Drug or Alcohol usage at the Conference.

Delegate Attendance at Events - All of your delegates must attend workshops, all general sessions and activities of the conference. Delegates should not be allowed to stay in their rooms during the day. If a student is sick the student should be sent to the Nurse's room to rest, not to stay in their own room. The MASC Executive Board will monitor hallways and common areas to assure are not skipping sessions. Advisors are responsible for checking that their delegation members are not left in hotel rooms alone at any time.

Conference Nurse – Belle Porter will be the conference nurse and can be contacted in RCCH Room 104 or at the front desk. Delegates using prescriptions or having medical conditions that could possibly require medical attention should notify the conference nurse on Wednesday. You should check all your delegates with the school nurse. If they need any special requirements, you and our nurse need to know it in advance. The conference nurse is Belle Porter from Middleborough, please check in with her with any special requirements you might have.

Hotel Swimming Pools - The pools at both hotels will be open until midnight. Please remind your students act appropriately and safely in the pool areas. Students should not walk thru hotel hallways or lobby areas with only bathing suits on, cover-ups/shirts/shorts are required. Students should also not be barefoot in any of the public areas of the hotel. No Exceptions.

Hotel Fees - The hotels charge a fee for each local, long distance and credit card call. Outside phone lines will be turned off. Advisors who wish to have their phones left on should plan on leaving a credit card with the hotel. Movie Services in both hotels will also be turned off. The Health Clubs are off limit to all student delegates. There is a fee for Internet access in the overnight rooms.

Cellphones/Computers/Electrical Devices – We encourage computers and other electrical devices be left at home during this trip. For students who do bring them, we cannot be responsible for lost or stolen items. Free wireless is available only in the lobby areas. Please leave cell phones in rooms or make sure they are turned off during general sessions and workshops.

Meal Periods - ID badges must be worn at all times. Each delegate must wear an identification wrist band at all times. These student and adult wrist bands will serve as meal tickets for every meal, banquet included. If you break your band, bring it to RCCH Room 104 for a replacement. The cost for replacement of a lost band is \$140.00. Please make any dietary concerns known at registration. There will be an advisors' luncheon in Mulligan's Restaurant on Thursday. Tickets will be available at registration. As in the past there will be two seatings for the Advisors. The banquet on Thursday evening requires proper dress (semi-formal). Since we have outgrown the Ballroom, schools will be randomly chosen to dine in the Bass River Room. After dinner, those schools will rejoin the banquet festivities in the Ballroom. There will be reserved seating in both rooms.

Curfew/Room Security - Curfew at both hotels is 12:15AM SHARP!!! This means that all delegates must be in their rooms for the night. Advisors will check and recheck rooms of all delegates in order to account for everyone. While in their rooms for the night all delegates should be certain to secure their sliding door by lowering the security bar. Advisors will check on this. No one should be admitted to a room through an outside slider. Lock room doors. Any student found outside his/her room after curfew will be brought to their advisor and is subject to arrest.

Hotel Facilities - Please notify your delegates to stay off the practice putting greens in the courtyard and the golf course of the RCCH. Students should be reminded of appropriate behavior of staying in a hotel and to respect the hotel facilities.

No chants or songs with any double, hidden or obvious lyrics which are considered offensive, inappropriate or not in the spirit of a leadership conference will be allowed. Advisors are asked to be certain that delegates understand the full meaning of such prohibited activities.

6. **Election Information**

- There will be a candidates' meeting at 2:00pm on Wednesday. Advisors of candidates are asked to attend this meeting to help understand all of the campaigning policies.
- All candidates for office will speak on Thursday morning at the general session.
- Absolutely no campaigning in the main lobby during the registration period from 2-4pm.
- Election posters and materials may not be placed on walls at either hotel and will be removed.
- The Executive Board insists all candidates use good taste in their campaigns.
- MASC Executive Board is in charge of elections and has provided the candidates with election regulations and information. We will provide advisors with more information at the advisors' meeting. Additionally, there will be a meeting with all candidates on Wednesday afternoon.
- An executive board meeting for newly elected officers and delegates will be held at the conclusion of the Friday morning General Session. Schools waiting for executive board members should do so in the Ballroom area.

7. **Check Out Procedure**

- Friday morning check out must be done by the advisors only at the main desk of each hotel. Collection of all room keys as you survey each room is a good idea. Make sure each room is empty. Saving the room key envelopes from Wednesday's check in is a good idea.
- Delegates should clean up their rooms as much as possible. Please try to de-trash your rooms (pizza boxes, cans, etc.) Garbage bags will be placed in each room to assist with cleanup. Delegates should be encouraged to leave a "tip" for maid service. (One dollar per day per guest is appropriate)
- Please have all delegates store their "stuff" in your room before the general session on Friday
- Advisors should do walk-thru's of all rooms to assure items are not left behind, the room is clean of trash, etc.
- MASC assumes no responsibility for any room charges or room damage charges.



Behavioral Expectations

1. The Annual Conference usually brings together over one thousand people. Other events include several hundred people. This requires that all attendees maintain proper behavioral standards. The safety of the large number of people in attendance also dictates that any person not doing so be removed from the Conference or event as soon as it is possible to do so.

2. Expectations include, but are not limited to, the following:
 - a. No attendee shall be in possession of or use any controlled substance.
 - b. No attendee shall conduct himself or herself in such a way as to damage private or hotel property or disrupt the proceedings and schedule of the Conference or event.
 - c. All students will obey instructions and directions given by any adult or student staff member and maintain a respectful attitude toward staff members and fellow attendees at all times.
 - d. No student shall leave the premises of the hotel or site during the Conference or event.
 - e. Students are reminded that the rules of their own school are also in effect during the event, and will be implemented by the advisor present at the event site.
 - f. Incidents of actions contrary to these expectations will be reported to the Director for action. Actions of the Director are subject to review by the MSSAA Liaison or the MSSAA Standing Committee on Student Council.

3. Violation Procedures:
 - a. Any student possessing or using a controlled substance will be removed from the Conference or event immediately and sent home as quickly as possible. The principal of the school involved shall be notified immediately by the Director. In the absence of the Director, the Assistant Director, MSSAA Liaison or school advisor may make such notification. In all such cases the MSSAA Liaison will be notified immediately, and is responsible for correct use of procedures. Follow-up disciplinary action will be at the discretion of the school principal.
 - b. Students failing to meet any of the expectations in section a, b, c, or d above will be subject to disciplinary action determined by the Director. Such action may include exclusion from one or more Conference or event activities, restriction under the supervision of the school advisor or dismissal from the Conference or event under the provisions of the preceding paragraph.
 - c. If on-site disciplinary action is taken, the principal of the school involved shall be notified by the Director in writing about facts of the matter within three days following the close of the Conference or event.
 - d. Any student dismissed from the conference or any other MASC event shall be ineligible for attendance at MASC events for a period of thirteen months, unless recommended by his or her principal and approved by the Director.
 - e. The school involved in any dismissal situation shall be considered to be on probation for thirteen months following the date of the event. Schools under probation may attend MASC events, but must notify the Director of action taken to ensure acceptable behavior at each event attended during the probation period.

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

ADVISOR SIGNATURE: _____

DATE: _____



DELEGATE RESPONSIBILITIES

1. An **advisor** must accompany each delegation and remain with his/her delegates for the entire conference.
2. **Required Delegate Forms** -
 - Please review all the information in the Delegate Responsibilities information
 - Behavior Guidelines & Dress Code Form – This form needs to be completed and signed by the delegate and parent. Return these forms to your advisor asap. No delegate will be allowed to attend the conference without submitting this completed form.
 - Parents' Power of Attorney / MASC Policies Form - don't come HERE without them!
3. **Delegate Packing Information** - Please reference enclosed Dress Code Information
 - Comfortable clothes, yes they may wear shorts, sweats, jeans, etc, however they must be of an appropriate nature and length.
 - Swimsuit (Extra towel, even if you don't swim - maid service can be a frustrating experience at times.)
 - Spending money (room and board are paid, snacks are not, pizza is extra)
 - Thursday night banquet is a "dress up affair" (semi formal)
4. **Alcohol/Drug Policy** - The use or possession of alcoholic beverages or unprescribed drugs is prohibited. Any delegate found in possession of / or intoxicated by alcohol or drugs will be eligible for the following action taken by the MASC:
 - a. delegate's parents / school principal contacted
 - b. delegate sent home
 - c. delegate subject to arrest by the Barnstable Police

In all cases the delegate's school principal will receive notice of the violation of the policy and may be subject to school rules regarding this matter.

Please refer to the form referencing the MASC Policies on Smoking, Drinking, Drugs, Behavior and Dress Code for more information regarding expectations and consequences. This form must be signed by both the delegate and their parent/guardian and will be turned in at registration by the advisor(s).

Please note that both hotels are non-smoking. There is a recovery charge for smoking in the guest rooms (\$250.00).

5. **Delegate Dress Code** – Students are welcome to wear comfortable clothes, such as jeans, shorts, t-shirts. However all shirts must cover the shoulders - no tank tops, no spaghetti straps, no halter tops, no muscle shirts. No bare backs, bare midriffs, no low cut shirts/blouses that expose cleavage or undergarments. All shorts must be mid-length or longer. Students should not walk thru hotel hallways or lobby areas with only bathing suits on, cover-ups/shirts/shorts are required. No students will be allowed to go barefoot in the hallways or common areas of the hotels. The Thursday evening banquet is considered a "Semi-Formal" affair. Males are encouraged to wear shirt and ties, females are encouraged to wear business appropriate dresses. Dresses should have appropriate coverage and length.



Massachusetts Association of Student Councils
Annual Conference

Parents' Power of Attorney

NAME OF STUDENT: _____

I hereby authorize and empower (name of advisor) _____,
advisor, to secure necessary and required medical aid for the above named student from (date)
_____, departure to return on (date) _____. Further, if an
emergency should arise necessitating surgery by reason of illness or accident, the said advisor,
_____, may execute any medical or hospital authorization for and in
behalf as if I were personally present.

It is agreed and understood that prior to exercising the above power of attorney in the event of an
emergency, the above named attorney, therefore shall make every effort to contact the parent or
guardian for oral approval or disapproval.

Signature of Father or Legal Guardian Date

Signature of Mother or Legal Guardian Date

Signature of Advisor Date

Telephone numbers (home) (work - please indicate which parent)

Insurance Company Identifying Number

Allergies to Medication / Significant Medical History:

MASC is requesting that each student complete this form or a local form giving such information. The advisor should have these forms with them during the convention. The advisor should alert the MASC nurse of any medical problems which you feel should be brought to our attention.

6. **Leaving the Hotel** - Except for inter-hotel travel of delegates housed outside of the Resort & Conference Center at Hyannis Hotel, delegates are not permitted to leave the hotel for any reason unless accompanied by their advisor and then only if it is a medical emergency or a matter of dire necessity. Delegates at the Cape Codder Resort can only leave that hotel to travel to the Resort & Conference Center at Hyannis via the shuttle busses or advisor transportation. The MASC Executive Board requires all delegates to participate in all activities of the conference.
7. **Curfew and Room Security** - Curfew at both hotels is 12:15AM SHARP!!! This means that all delegates must be in their rooms for the night. Advisors will check and recheck rooms of all delegates in order to account for everyone. While in their rooms for the night all delegates should be certain to secure their sliding door by lowering the security bar. Advisors will check on this. No one should be admitted to a room through an outside slider. Lock room doors. Any student found outside his/her room after curfew will be brought to their advisor and is subject to arrest. Do not go exploring! We are out and about! Please take note, as we are very serious about roaming!
8. **Name Tags/Identification** - All delegates must wear an identification wrist band at all times. Delegates must have name tags with them at all times. Individuals without wrist bands will be considered intruders to the conference and will be detained at the location of discovery and not released until identified by their advisors and the wrist band produced. Others will be reported to the appropriate authorities. If a wrist band is damaged, the delegate and advisor should see one of the Executive Directors immediately. (RCCH Room 104) All delegates must wear their I.D. badges during the day up to supper and must have them in their possession all evening until curfew.
9. **Wrist Bands** - Wrist bands are the meal tickets. A full meal package is worth over \$140.00 which is the cost for replacement. Wrist bands will not be replaced except at great expense to the delegate. Delegates must wear wrist bands at all times in order to eat and participate in the conference. The wrist bands are colored coded to match eating times.
10. **Medical Information** – Belle Porter will be the conference nurse and can be contacted in RCCH Room 104 or at the front desk. Each delegate must have a medical information and release form completed and in the possession of his/her advisor. Delegates who do not have medical/health insurance must assume responsibility for the payment of any medical treatment rendered while at the MASC Annual Conference. Delegates in possession of prescribed drugs should inform their advisor and the Conference nurse, Belle Porter, who is available during the entire conference. Please remember that the nurse cannot administer aspirin and other over-the-counter items.
11. **Property Damage** - Room damages can be very costly to delegates and their schools. All damages will be billed directly to the school. Advisors have additional information regarding room and hotel damages. All the property of the hotel must remain in the room in which it is located. Sheets must remain on the the beds. No toga parties. Mattresses must remain in the rooms. Please do not take towels from the hotel.

The Resort and Conference Center at Hyannis and the Cape Codder Resort management continues to support and accept MASC delegates for its annual conference. We are one of the few student groups they will accept. With leadership comes the responsibility of caring for the property of others. Let us continue in the tradition of those delegates that have been before us and set a course to follow for those who come after us.