

MEMORANDUM

TO: Dr. Karyle Green, Principal
FROM: Tracey Beatovich, StangSat/Satellite Club Sponsor
DATE: January 9, 2014
RE: Out of State Travel Request for the *CubeSat Developers' Conference*

We would like to request the Brevard School Board's approval for StangSat to travel to San Luis Obispo, California, April 22-26, 2014. We would like to attend and present at the CubeSat Developers' Conference at California Polytechnic University, San Luis Obispo, CA.

Here are the details:

DATES: April 22-26, 2014

LOCATION: California Polytechnic University, San Luis Obispo, California

STUDENTS: Approximately 15 students will be attending. A list of current club members is attached.

ADULTS: Approximately two adult mentor/chaperones will be attending. All are properly fingerprinted with the district. A list of possible chaperones is attached.

TRANSPORTATION: Participants will travel by airplane and rental cars to San Luis Obispo, CA.
Rental vehicles will conform to the district requirements and will only be driven by chaperones who are licensed and approved safe drivers carrying insurance.

LODGING: The team will be staying at a hotel close to our activities.

FOOD: Students will be eating at the hotel, nearby restaurants, and buying food at the grocery store.

PERMISSION: All students will complete a notarized "Out of County" travel form prior to the trip and documentation will be with the chaperones at all times.

FUNDING: The trip will be funded by the students, various fundraisers, and business partners.

THERE WILL BE NO COST TO THE DISTRICT.

ITINERARY: A tentative itinerary follows.

RECOMMENDATION:

Approve StangSat's request for approximately 15 students and 2 chaperones to travel to California to attend and present at the CubeSat Developers' Conference. The students will miss up to four school days.

CubeSat Developers' Conference Tentative Itinerary

Tues, Apr 22 Leave from Orlando International Airport. Arrive in San Luis Obispo and check-in at hotel.

Wed, Apr 23 - Fri, Apr 25 Attend the conference

Sat, Apr 25 Check-out from hotel and leave California in the morning.
Arrive at Orlando International Airport late afternoon or early evening.

Students (Possibly) Attending:

Arena	Brandon	11th
Connell-Wiggins	Marissa	12th
Godfrey	Gage	12th
Gratsch	William	9th
Henderson	James	9th
Henderson	Melanie	12th
Jevitt	Aaron	9th
Kinney	Jackson	11th
Mackool	Megan	12th
Robusto	Brian	11th
Rohloff	Ryan	11th
Sanchez	Gabriell	11th
Smith	James	10th
Stephens	Nathan	11th
Yu	Zhi Shan	11th

Chaperones:

Tracey Beatovich, teacher/sponsor at Merritt Island High School

Possible Chaperones:

Gary Beatovich, husband

Lupe Stephens, teacher at Cambridge and mother

Mrs. Henderson, mother