

OVERNIGHT FIELD TRIP REQUEST FORM

This form must be completed AND approved at both the Education Committee Meeting AND the Regular School Board Meeting PRIOR TO the date of the trip. Contact the Assistant Superintendent's Office to verify meeting dates.

INSTRUCTIONS:

1. Originator - Complete by typing directly on form. Print form. Forward to Building Principal for approval.
2. Building Principal - Approve and forward to the Assistant Superintendent's Office for approval and inclusion on the Education Committee and School Board Meeting agendas.
3. Once Request has been approved at the School Board Meeting, a copy will be returned to the Originator.

Requested by: Scott Kolar
Group: AFJROTC School: PHS
Destination: Gettysburg, Shanksville
Purpose: Leadership Education Curriculum In Action (Focused on leadership)
Adult Supervisors/Sponsors: Scott Kolar, Terry Speer, Tim Conley
Person(s) Responsible for Activity: Scott Kolar, Terry Speer, Tim Conley

Departure Date: March 22nd Time: 6:30 AM
Return Date: March 24th Time: 2:00 PM

Number of Students Participating: 100
Number of Students NOT Participating: 70
Number of Days Absent from School: 1
Have any of the participating students been on other approved trips throughout the year?

Cost of Trip (Per Person): \$175
Student's Actual Cost: \$75
How will money be raised to pay for the trip:
AFJROTC Funding and Booster Club

Please give a full explanation of the type of insurance coverage the student will have while participating in this activity. If there is no provision for insurance, all students participating must have their parent/guardian sign an insurance waiver form.

Method of Travel & Name of Commercial Agency:
Elite Transportation; Murrysville, PA (2) 56 person buses

Housing (Reservation, Address, Dates):
Eisenhower Inn and Conference Center, 2534 Emmitsburg Road, Gettysburg, PA 17325 717-334-6066 22-24 March 2013

R. Kolar 1/18/13 Date approved by Education Committee: _____
Principal's Signature Date Date approved by School Board: _____