

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: Regency Park PTA - 6th grade committee (Heather Albert)
Group: Regency Park PTA **School:** Regency Park Elementary
Destination: Washington DC
Purpose: To introduce the 2012-2013 6th grade students to our Washington DC as a follow-up to what they will learn about the our government during the school year.
Adult Supervisors/Sponsors: Mr. McIntyre / Mr. Pfeiffer (6th Grade Teachers)
Regency Park PTA
Person(s) Responsible for Activity: Heather Albert - committee chairperson - planning
Teachers and parent chaperones - while out of town

Departure Date: Friday April 26, 2013 **Time:** 6am
Return Date: Sunday April 28, 2013 **Time:** 9pm

Number of Students Participating: approximately 45-47
Number of Students NOT Participating: approximately 3-4
Number of Days Absent from School: 1
Have any of the participating students been on other approved trips throughout the year?
Not to my knowledge

Cost of Trip (Per Person): \$400-\$450
Student's Actual Cost: \$400-\$450
How will money be raised to pay for the trip:

various fundraisers similar to prior years - bake sales, hoagies, candy, flowers etc. Fundraisers are approved by Regency Park Elementary PTA's officers.

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.


The travel agent offers insurance coverage except while on the buses. Since this is a PTA committee, the PTA also has insurance which covers the trip. Students/chaperones are requested to have health insurance.

Method of Travel & Name of Commercial Agency:

Currently considering Scholastic Travel - which the school has utilized in years past

Housing (Reservation, Address, Dates):

We will have this information once the district approves the trip. We cannot sign the contract until the approval is received. I can forward the information once received. Hotel housing is probably a similar location as prior years.


Principal's Signature

7/11/10
Date

Date approved by Education Committee:
Date approved by School Board:

