

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: Terri Fisher, Ann Kalik, Center 6th grade parents
Group: Center 6th grade students **School:** Center
Destination: Washington D.C.
Purpose: To increase awareness of our government and to explore national landmarks.
Adult Supervisors/Sponsors: Terri Fisher, Ann Kalik
Person(s) Responsible for Activity: Center PTA

Departure Date: April 25,2013 **Time:** 12:30 PM
Return Date: April 28,2013 **Time:** approx 9:00 pm

Number of Students Participating: 53
Number of Students NOT Participating: 7
Number of Days Absent from School: 1 and 1/2 days
Have any of the participating students been on other approved trips throughout the year?

no

Cost of Trip (Per Person): \$418.00
Student's Actual Cost: \$418.00


How will money be raised to pay for the trip:
Fundraising opportunities are available to all students.

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.

\$5,000.00 accidental/emergency, \$1,000.00 life, \$250.00 dental provided by Premier Travel and Tour Co.

Method of Travel & Name of Commercial Agency:
Premier Tour and Travel Co. will provide coach buses for touring. 200 Snyder Rd. Hermitage, PA 16148 Bus Co. Central Cab Waynesburg PA

Housing (Reservation, Address, Dates):
Comfort Inn University Center 11180 Fairfax Blvd. Fairfax, VA- April 25-27,2013

 10/18/12 **Date approved by Education Committee:** _____
Principal's Signature **Date** **Date approved by School Board:** _____