

# 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: Cileen Metzgar  
Group: Center PTA School: Center Elementary  
Destination: Washington, D.C.  
Purpose: Educational field trip of our country's capital.  
Adult Supervisors/Sponsors: Cileen Metzgar, Kelli Taylor,  
Michelle Sallinger  
Person(s) Responsible for Activity: Cileen Metzgar

Departure Date: March 27, 2015 Time: 6:00 a.m.  
Return Date: March 29, 2015 Time: 10:00 p.m.

Number of Students Participating: 45 (estimate)  
Number of Students NOT Participating: 15  
Number of Days Absent from School: One  
Have any of the participating students been on other approved trips throughout the year?

no

Cost of Trip (Per Person): \$108.50 estimate  
Student's Actual Cost: \$425

How will money be raised to pay for the trip:  
Fundraisers throughout year.

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.  
Proxy waivers signed.

Method of Travel & Name of Commercial Agency:  
Bus - Scholastica Travel  
(Bus company) TBD by Scholastica

Housing (Reservation, Address, Dates):  
Comfort Inn (March 27-28, 2015)

[Signature] 11-6-14 Date approved by Education Committee: \_\_\_\_\_  
Principal's Signature Date Date approved by School Board: \_\_\_\_\_