

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: John DeLuce
Group: Music Department Seniors School: PHS
Destination: New York City
Purpose: Enrich Learning Experience. To experience professional performances and cultural events that NYC venues have to offer. Experience a High Level of Performance and Artistry
Adult Supervisors/Sponsors: DeLuce, Bronkaj, Loy, 1 Nurse, 2 chaperones from booster Organization
Person(s) Responsible for Activity: DeLuce, Bronkaj, Loy

Departure Date: 24-Apr-13 Time: PM
Return Date: Aril 27, 2013 Time: After-noon

Number of Students Participating: 40-45
Number of Students NOT Participating: _____
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): Waiting for Bid
Student's Actual Cost: Waiting for Bid
How will money be raised to pay for the trip:
Students have had fundraising activities throughout their High School Career.

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.

Waiting for bid

Method of Travel & Name of Commercial Agency:
Motor Coach, Either Scholastica Travel or Cand G Tours

Housing (Reservation, Address, Dates):

TBD, Quad occupancy for students


Principal's Signature

9/18/13
Date

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