

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: Eric Gillis (Coach)
Group: Plum Girls Basketball School: High School
Destination: Orlando, Florida (Disney World)
Purpose: KSA Varsity Holiday Tournament
Adult Supervisors/Sponsors: Eric Gillis, Erik Anderson, Kate Griffith (Coaches)
Plum Girls Boosters
Person(s) Responsible for Activity: Eric Gillis and Rich Donatelli (Booster President)

Departure Date: Dec 27th Time: Morning
Return Date: Jan 1st Time: Evening

Number of Students Participating: Varsity Team (12-15)
Number of Students NOT Participating: TBD
Number of Days Absent from School: 0
Have any of the participating students been on other approved trips throughout the year?

Unknown

Cost of Trip (Per Person): estimated \$1300
Student's Actual Cost: after fundraising - balance due

How will money be raised to pay for the trip:
Multiple Fundraisers (night at the raises, lottery tickets, booster raffles)

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.

Parents will sign a waiver form

Method of Travel & Name of Commercial Agency:
Commerical Flights KSA Sports Agency

Housing (Reservation, Address, Dates):
World Wide of Sports Walt Disney World (Dec 27th, 2015 - Jan 1st, 2016)

 3/13/15 Date approved by Education Committee: _____
Principal's Signature Date Date approved by School Board: _____