

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: Michael McIntyre, Nate Pfeiffer
Group: Regency Park - 6th Grade **School:** Regency Park
Destination: Washington D.C.
Purpose: The trip provides the opportunity for student/chaperone participants to see our federal government in action as well as study/review periods of U.S. and world history.
Adult Supervisors/Sponsors: Michael McIntyre, Nate Pfeiffer
Person(s) Responsible for Activity: Same as above, and parent chaperones with clearances

Departure Date: May 2, 2015 **Time:** 7:00 AM
Return Date: 4-May-15 **Time:** 8:00 PM

Number of Students Participating: Approximately 35
Number of Students NOT Participating: Approximately 5
Number of Days Absent from School: 1 day
Have any of the participating students been on other approved trips throughout the year?

No.

Cost of Trip (Per Person): \$400 - \$450
Student's Actual Cost: \$400

How will money be raised to pay for the trip:
Fundraising opportunities are being provided.

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.
Insurance provided through Scholastica Travel. Information attached.

Method of Travel & Name of Commercial Agency:
Mlaker Bus Lines (as hired by Scholastica)

Housing (Reservation, Address, Dates):
Howard Johnson, 5811 Annapolis Rd. Cheverly, MD

Jim Stephens 10/28/14 **Date approved by Education Committee:** _____
Principal's Signature **Date** **Date approved by School Board:** _____