

Field Trip / Overnight Athletic Team Trip
Pre-Approval Form

9/24/26
submitted
for 10/13 meeting



PLEASE REVIEW FIELD TRIP PROCEDURES/REQUIREMENTS ON BACK OF FORM PRIOR TO
SUBMITTING FOR APPROVAL.

Teacher/Coach/Advisor: Rachel Steel Cell Phone #: (410) 333-0873

In conjunction with (team/class/organization): CIS Communication in Pop Culture

Educational/Trip Purpose: Immersive Jerusalem Trip

☒ Itinerary details must be attached

Destination: Washington D.C., Hilton Washington DC

Destination Address/Phone: 430 L'Enfant Plaza SW, Washington DC
(Address, City, State) (Phone number)

Departure from school Date: 3/31/27 Return to school Date: 4/5/27

Depart from school Time: 12:00 Arrival to destination Time: 6:14 pm

Departure from destination Time: 1:47 Return to school Time: NA

Number of: Students/Team Members: (Attach List) TBD

Directors/Coaches: Names: Rachel Steel

Chaperones*: Names: TBD

* All chaperones must have a completed and approved criminal background check.

Mode of Travel (see back for more info): Airline

Lodging Information (if overnight): See above
(Hotel Name, Address, City, State) (Phone number)

☒ Safety/Security Plans Reviewed Parent meeting in October + March
(Date and manner in which information provided)

☒ Discipline & Chemical Policy & Rules Reviewed
(Date and manner in which information provided)

Estimated Cost \$ 720.01/34
Transportation \$ 492.00
Housing \$ 254
Fees \$ 254
Supplies \$ 254
(other)

Total Cost \$ 1313.01 - 2304.01
Student Cost \$ 5 District Cost \$ 2304.01
Funding Source (i.e. grant, prof. dev., etc.): Newspaper budget

Teacher/Coach Signature: Rachel Steel 9/21/27
(Date)

Department Chair/Athletic Director Approval: [Signature] 9/24/27
(Date)

Building Administration Approval: [Signature] 9/24/27
(Date)

FOR OVERNIGHT FIELD TRIPS AND ATHLETIC TEAM TRIPS ONLY

District Administrative Approval: [Signature]
(Date)