

**Parkrose School District #3**  
**Board Policy DLC/DLC-AR-Form**  
**Travel Request Form DLC**

**Request for Extended Travel**

(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)

NAME: Keija Lee & Emma Palioca

DATE: February 15, 2022

DEPT/BUILDING: Parkrose High School Band and Choir

**PURPOSE:**

The Parkrose High School Band and Choir are planning to travel to Anaheim, California to perform at Disneyland. The Choir will participate in a workshop with professional Disney musicians. The Band will march in a parade down Main Street, Disneyland.

**DISTRICT BENEFIT:**

The Band and Choir programs at Parkrose have a tradition of traveling to Disneyland once every four years so that every Band and Choir student has the opportunity to go during their high school career. This tradition helps build our programs as it helps motivate students to continue Band and Choir in high school. The last time we went to Disneyland was in 2018. The trip has extra significance for our student musicians this year after enduring almost two years of canceled events. It will be a huge reward for students who have stayed enrolled in Band and Choir classes during this challenging pandemic.

TRAVEL DETAILS: 1. DESTINATION: Anaheim, California  
 2. TRAVEL DATES: May 26-29, 2022

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Airfare, Charter bus	\$44,438
• MEALS	8 meals	\$13,021.30
• LODGING	3 nights hotel	\$17,875.20
• REGIS/FEES	Disneyland, Knott's Berry Farm, Trip Planner	\$30,425.68
• SUBSTITUTE	Emma Palioca, Keija Lee - one day each	\$489.68
• OTHER	COVID Contingency fund	\$5,839.22

**TOTAL: \$111,600 (\$1,200pp)**

**BUDGET SOURCE(S):**

<u>SOURCE</u>	<u>BUDGET CODE</u>	<u>AMOUNT</u>
• GENERAL FUND:		
• WORKSHOP FUNDS:		

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Business Services Director P Date 2/17/22

• CONTRACT REQUIREMENT:		
• OTHER: Student payments/fundraising (ASB funds)		\$111,600

TOTAL:                     \$111,600                    

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

  
  
  
  

SUPERVISOR SIGNATURE:                     Molly T. Ounbe                    

SEND FORM TO SUPERINTENDENT/DESIGNEE:

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

*Met w/ principal and band director. All the pieces are in place.*

*Mizoguchi 2-23-22*

BOARD ACTION:

NOT-REQUIRED \_\_\_ REQUIRED \_\_\_ APPROVED \_\_\_ DISAPPROVED \_\_\_ DATE: \_\_\_\_\_

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE:                     Keija Lee (Band Director)                    

DATE:                     February 15, 2022

<b>Parkrose Disneyland Trip 2022 Financial Breakdown</b>					
<b>Highlighted cells can be changed to impact calculations</b>					
	<b>Paid Students</b>	<b>Paid Adults</b>	<b>Comped Adults</b>	<b>Van Drivers</b>	<b>Total People</b>
	80	13	7	2	102
<b>ACTIVITIES:</b>					
Knott's Berry Farm	\$3,480.00				
Disneyland	\$25,876.00				
			<b>Amount to Charge</b>		<b>Amount to Charge</b>
<b>TOTAL:</b>	<b>\$29,436.00</b>		<b>Per Paid Student</b>		<b>Per Paid Adult</b>
			<b>\$1,200.00</b>		<b>\$1,200.00</b>
<b>HOTEL (Anaheim Hotel):</b>					
Minimum rooms needed	31		<b>Actual Total</b>		<b>Actual Cost</b>
Additional rooms	4		<b>Trip Cost</b>		<b>Per Person</b>
Price per night	\$170.24		\$105,760.78		\$1,137.21
Number of nights	3				
<b>TOTAL:</b>	<b>\$17,875.20</b>		<b>Actual Amount</b>		<b>Surplus</b>
			<b>Paid</b>		<b>(COVID contingency)</b>
			\$111,600.00		\$5,839.22
<b>FOOD:</b>					
Medieval Times Dinner Theater	\$4,402.30				
Disneyland Meal Card Day 2	\$3,570.00				
Disneyland Meal Card Day 3	\$3,570.00				
Hotel Breakfast	\$1,479.00				
Per Diem Meals (TBD based on final budget)					
<b>TOTAL:</b>	<b>\$13,021.30</b>				
				<b>MISC INFO:</b>	
				Busses hold 55 people each	
				Adults - 2 per room	
				Students - 4 per room	
<b>TRANSPORTATION:</b>					
Airfare	\$37,788.60				
Charter Buses Day 1 (2 busses)	\$3,850.00				
Driver Gratuity Day 1	\$300.00				
Charter Buses Day 4 (2 busses)	\$2,300.00				
Driver Gratuity Day 4	\$200.00				
<b>TOTAL:</b>	<b>\$44,438.60</b>				
<b>MISC COSTS:</b>					
Trip Planner	\$500.00				
Substitutes	\$489.68				
<b>TOTAL:</b>	<b>\$989.68</b>				