

Lafayette School Corporation

Overnight/Out-of-State Field Trip Request Form

For Board Meeting On: February 13, 2017

Requested Action: That the Board of Trustees approve the trip as follows.



Trip Objective: performing in competition with commensurate choirs from the midwest

School:	Jefferson		
Grade/Department:	First Edition and Expressions Choirs		
Destination:	Chicago, IL	<input checked="" type="checkbox"/>	Trip itinerary attached

Educational Purpose:	performing in competition with commensurate choirs from the midwest		
Number of Students:	110		
Number of Adults:	10		
Meeting Date w/ Chaperones:	Date: <input type="checkbox"/> Parents have received district requirements for chaperones.		
Names of certificated staff accompanying students:	Verda Slinkard, John Satterfield, Bruce Knepper		

Dates of the field trip:	Date leaving:	Time Leaving:	Date Returning:	Time returning:
	March 2, 2017	4:00pm	March 5, 2017	8:00pm
Method of Transportation:	District:	Contracted:	Private:	Other:
	<input checked="" type="checkbox"/>			

Accommodation	
Name of Hotel(s):	Palmer House – 17 East Monroe St., Chicago, IL 60603
Check-in:	Date: March 2, 2017 Time: 10:00pm
Check-out:	Date: March 5, 2017 Time: 12:00pm
Form of Payment:	School Check
Who is paying	ECA

Supervision	
No. of students per room:	4
No. of beds available per room:	2
Chaperone lodging: (including payment)	Same as students
No. of Chaperones per vehicle and room:	4

Meals			
No. of Meals:	Breakfast:3	Lunch:3	Dinner:3
Meals paid for by:	Breakfast included; lunch and dinners at contest/shopping paid by student		
Cost and funding source of Trip to Student/Parent:	\$371 total cost; ECA pays \$295 (fundraised monies) and student/parent \$76		
Cost and funding source to Corporation:	0		

Principal Signature: Mar Pust

Date: 1/25/2017

Superintendent Signature: _____

Date: _____