

Lafayette School Corporation



Overnight/Out-of-State Field Trip Request Form

For Board Meeting On:

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

Trip Objective: LSC students, teachers and parents tour to China

School:	Jefferson HS, Tecumseh JHS		
Grade/Department:	G7-12		
Destination:	China	<input checked="" type="checkbox"/>	Trip itinerary attached

Educational Purpose:	Chinese language students will actually practice Chinese language and visit famous tourist sites		
Number of Students:	13		
Number of Adults:	9		
Meeting Date w/ Chaperones:	Date: 9/6/2017	<input checked="" type="checkbox"/> Parents have received district requirements for chaperones.	
Names of certificated staff accompanying students:	Ye Sun; Kathryn Margaret Reckard		

Dates of the field trip:	Date leaving:	Time Leaving:	Date Returning:	Time returning:
	10/23/2017	8am	10/31/2017	11 : 44pm
Method of Transportation:	District:	Contracted:	Private:	Other:
	school bus&plane			

Accommodation	
Name of Hotel(s):	Hotel in Beijing, Xian and Shanghai, details attached
Check-in:	Date: 10/24/2017 Time: 6pm
Check-out:	Date: 10/31/2017 Time: 7am
Form of Payment:	Prepaid
Who is paying	Travelers themselves

Supervision	
No. of students per room:	3/4 per room in different cities
No. of beds available per room:	3/4 per room
Chaperone lodging: (including payment)	EF Tour paid
No. of Chaperones per vehicle and room:	2 person a room, bus for the land transportation

Meals			
No. of Meals:	Breakfast: 8	Lunch:8	Dinner:8
Meals paid for by:	Breakfast and dinner are paid in the tour fees. Lunch will be paid by travelers themselves		
Cost and funding source of Trip to Student/Parent:	LSC paid \$500 fund to each traveling student		
Cost and funding source to Corporation:	School bus to and from Airport is needed		

Principal Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____