



## Proposal for OVERNIGHT or EXTENDED Student Trips

**Group:** Ryan Intermediate 5th Grade

**Proposer Position:** 5th Grade Teachers

**Destination:** Sherman Lake YMCA Outdoor Education Center **City:** Augusta **State:** MI

**Proposed Departure Dates** May 19, 2025 and May 21, 2025

**Return Date** May 21, 2025 and May 23, 2025

**Date by which response is needed** asap **Proposal Date:** October 18, 2024

### A. Purpose of Trip

1. **What is the major place to be visited or event to be attended?** Sherman Lake YMCA Outdoor Education Center; 6225 North 39th Street, Augusta MI 49012 269-731-3022
2. **How is this trip related to the educational program of the District?** The trip provides activities through the Sherman YMCA HCCR (Honesty, Caring, Respect and Responsibility) which correlates with the Leader in Me character education program that we teach. (SEL) Social, Emotional Learning and Team building activities will be emphasized during the trip.
3. **In what ways will the students benefit?** Students will learn team building concepts and interpersonal relationships skills which will build on the 7 Habits of Happy Kids (Leader in ME.) This correlates to our Social Studies curriculum as it relates to character education.

### B. Students and Staff

1. **How many students will be going?** 228
2. **What staff member will be in charge?** Rob Woodrow, Lori Launder and Grace Eishen
3. **What previous experience has the staff member had in conducting overnight/extended field trips?** 5th Grade teachers have been participating in overnight/extended field trips for the past twelve years.
4. **What other staff members will be going?** 5th Grade Teachers

5. **How many chaperones, in addition to staff members, will be going?** None

6. **Chaperone names and affiliations with the students?** None

7. **How many school days will be missed?** Three days in the classroom; however, learning continues throughout the trip

8. **How will teachers be notified in advance that students will be out of school?** Teachers will be with their rostered students.

### **C. Itinerary**

1. **Where will the group be housed and fed? (list phone numbers for housing)** The group will be housed and fed at the Sherman Lake YMCA at 6225 North 39th St, Augusta, MI 49012 269-731-3022

2. **What will be the mode of transportation? What liability insurance does the carrier have?** Gull Lake Community Schools Transportation Department

3. **What arrangements have been made for dealing with emergency situations?** Students and staff health forms are utilized in the case of an emergency. A nurse will be contracted to stay on site during the trip to assist as needed.

4. **If tour guides are involved, what liability insurance do they carry?** The trip does not utilize specific tour guides.

### **D. Finances**

1. **What is the estimated total cost AND cost per student?** The total cost of the trip is \$48,356.00 based on 230 students or \$210.00/student. Students will pay/raise up to \$210.00 each and the balance of funds due will come out of a Scholarship Fund.

2. **What is the source of funds?** Funds come through student fundraising projects, family funding and student scholarship opportunities.

3. **How will the funds be collected and safeguarded?** Funds are collected through Efund online. In addition, Ryan office staff collects and safeguards funds that come into the building by making regular deposits.

4. How will any shortfall be made up or excess funds used? Excess funds will be used from the Scholarship account.

5. What provision has been made for students who are financially unable to pay any necessary costs? Students who are financially unable to pay are provided the opportunity to fundraise and will be provided a partial scholarship from the Scholarship Account.

**E. Communications**

1. How will you communicate to parents prior to, during and after the trip? Prior to the trip, communication to the parents occurs through classroom and building newsletters, email, the school website, parent meeting and phone contacts. During the trip, communication will occur through the phone contacts.

*Rob M Woodrow*

*10/17/2024*

Signature of the Requestor

Date

Trip approved  Trip not approved

*Rob M Woodrow*

Principal Date

Board of Education Date