



Harvey School District 152 Field Trip Approval Form

School(s): SandburgDate of Request: September 5, 2014Types of Field Trips: ☒ Day Trip ☐ Overnight Trip ☐ Out-of-Town Trip

Educational rationale for the field trip:

Continuation of
Pumpkin and apple unit.

Date(s) of proposed trip:	<u>Friday 10/24/14</u>	# of Students Participating	<u>70</u>
Staff requesting trip:	<u>K-3 teachers</u>	# of Chaperones	<u>10 - 6 and 4 teachers</u>
Date/Time of Departure:	<u>900 Am 10/24</u>	Date/Time of Return:	<u>2 PM 10/24/14</u>
Destination(s):	<u>County Line Orchard</u>	Lunch Arrangements:	<u>Bring own</u>
Source(s) of Funding:		Cost per Student:	<u>\$15.00</u>
Total Cost of Trip:	<u>@ 275 per bus</u> <u>\$ per student Orchard</u>	Type of Transportation:	<u>Bus</u>
Number of days of school or instruction missed:	<u>1</u>	Emergency/Medical Arrangements:	

Names of adult chaperones accompanying group:

1. KayShawn Thomas
2. Brianna Carbone
3. Caitlin McBriggs
4. Syesta Bridges
5. Adonis Robinson
6. Nathaniel Smith

Parents
of

Notes:

- Adequate male and female chaperones must be provided at a ratio of 1:10 (1 chaperone to 10 students).
- Chaperones must be approved by Principal and **must have completed a criminal background check.**
- A written evaluation of the trip must be filed in the office of the principal within three days following the field trip.
- Written permission from the parent for his/her child to take trip must be filed with the principal.
- Field Trip Approval Form must be submitted to the Office of Special Services:
 - Two (2) weeks for regular day trip
 - One (1) month for overnight and/or out-of-town trips

Signature of Principal /Date

[Signature] (9/9/14)

Signature of Superintendent /Date (Overnight and Out of Town)

A detailed itinerary for the proposed trip must be included with the form.

Revised 10/13

Requires Board Approval
[Signature] 9.9.14

Carl Sandburg School

14500 Myrtle Avenue

Harvey, Illinois 60426

(P) 708-333-1351

(F) 708-333-9188

Clifton Hunt, Principal

REQUEST FOR EDUCATIONAL TRIP

GRADE: K-3 TEACHER: C. Delira

DATE: Oct 24, 2014 TIME: 9⁰⁰ - 2⁰⁰

DESTINATION: County Line Apple Orchard

PURPOSE OF TRIP: Continuation of apple
+ Pumpkin unit

METHOD OF TRANSPORTATION: Bus

BUS COMPANY: Alltown Bus Service

NUMBER OF STUDENTS IN GROUP: 72 TOTAL: 76

NUMBER OF TEACHERS IN GROUP: 4

APPROXIMATE COST PER TEACHER: 0 TOTAL: _____

TOTAL COST: 0

PARENTS MUST BE INFORMED AS TO DETAILS, AND SIGNED
PERMISSION SLIPS ARE REQUIRED.

DATE SUBMITTED: 9/5/14 TEACHER SIGNATURE: C. Delira

DATE APPROVED: _____ PRINCIPAL SIGNATURE: _____

September 03, 2014

Sandburg School
14500 Myrtle Ave.
Harvey, IL 46356-

Dear Carol Delira:

Thank you for reserving your group's field trip to County Line Orchard. Below we have your current reservation information.

Friday, October 24, 2014

11:30 AM

Apples: Taking

Visitors: 83

Pumpkins: Picking

Guides: 4

Food Orders:

Class Packs \$20 each: Time:

Lunches \$4 each: Time:

Hot Dogs:

PB&J:

Additional Information:

Tours are offered in 10 minute intervals starting at 9:00 am and ending at 1:20 pm

If more than one class is coming with you, these numbers are for the entire group (including the other teachers listed below). Please confer with the other teachers to be sure that these numbers are still accurate. If this is NOT correct or if you need to reschedule, please call us promptly so we can make the necessary changes.

Pricing

We are still offering class packs for \$20 for those of you who are interested. This year's tour prices are as follows:

School Tour with Apples or Pumpkins.....\$6.00

School Tour with both Apples ~~or~~ Pumpkins.....\$8.00

Other Teachers:

Kathi Hill
School Tour Coordinator
219-947-4477
tours@countylineorchard.com