

**Whittier Elementary School  
71 East 152<sup>nd</sup> Street  
Harvey, Illinois 60426  
Roxie Thomas, Principal**

Harvey School District #152 District Board of Education  
16001 Lincoln Ave.  
Harvey, Illinois 60426

April 29, 2014


Dear Board Members:

Whittier Elementary School requests your permission to take our Sixth Grade students on a tour of several selected sites in Springfield, Illinois on Thursday, May 22, 2014. The bus will depart from Whittier School at 6:30 p.m. and return at approximately 9:00 p.m. Representative Will Davis has graciously offered to cover the cost of the transportation and through other fundraising efforts Whittier School will defray the cost of the students' meal at the Old Country Buffet.

This field trip will be shared with members from the Brooks Middle School Student Council and selected members of the Brooks Band. The itinerary for the day is included for your perusal, along with the Field Trip Approval Form.

Thank you in advance for your continued support and cooperation.

Sincerely,

  
Roxie Thomas  
Principal

CC: Dr. Denean Adams, Superintendent of Schools

Field Trip Approval Form

School(s): Wittich School

Date of Request: 4/29/14

Types of Field Trips:  Day Trip  Overnight Trip  Out-of-Town Trip

Educational rationale for the field trip: To expose the 5th grade students to the functions of state government.

Date(s) of proposed trip:	<u>5/22/14</u>	# of Students Participating	<u>31</u>
Staff requesting trip:	<u>5th Grade</u>	# of Chaperones	<u>3</u>
Date/Time of Departure:	<u>5/22/14 6:30am</u>	Date/Time of Return:	<u>5/22/14 (9:00pm)</u>
Destination(s):	<u>Springfield, Ill</u>	Lunch Arrangements:	<u>Jack Hunkles (dinner)</u>
Source(s) of Funding:	<u>Rep. Davis</u>	Cost per Student:	<u>0</u>
Total Cost of Trip:	<u>\$1,400.00</u>	Type of Transportation:	<u>Comp Bus</u>
Number of days of school or instruction missed:	<u>1</u>	Emergency/Medical Arrangements:	<u>1st Aid Kits</u>

list of 5th grade medical concerns

Names of adult chaperones accompanying group:

1. Rosie Thomas
2. Laura Valente
3. Miranda Bledsoe
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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

Rosie Thomas  
Signature of Principal /Date

\_\_\_\_\_  
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

**APPROVED**  
2.11.14  
J.S. 5.2.14

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- 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

L.A. 5/6/14  
Signature of Principal /Date

A.A.A.  
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





Springfield Illinois  
Convention & Visitors Bureau

109 N. 7th Street - Springfield, IL 62701  
(800) 545-7300 - (217) 789-2360 ext. 126  
<http://www.visit-springfieldillinois.com>

CONFIRMATION date:04/21/2014  
Request Received: 04/17/2014

Tour Date:	05/22/2014
Schedule:	1
Phone:	(708)331-1130

Whittier Elementary School  
Roxie Thomas  
71 East 152nd Street  
Harvey, IL 60426  
Cook

Bus/Group: 1  
Children/Adults: 46/7  
Grade Levels: 6, 7, 8  
Transportation:

TOUR GROUP: Whittier Elementary School

\*\* denotes tour change.

**YOU MUST SHOW YOUR CONFIRMATION SHEET AT EACH SITE**

5/22/2014 10:00AM <b>Approx: 1:00</b>	New Salem Historic Village	CHAPERONES MUST ACCOMPANY CHILDREN AT ALL TIMES, NO EXCEPTIONS. Ample parking for buses and cars. Group must check in at Visitors Center prior to entering village. For educ. materials access: <a href="http://www.lincolnsnewsalem.com">www.lincolnsnewsalem.com</a> . Adult groups-\$4.00 sugg. donation per adult. Gift shop is open 4-1/10-31.
5/22/2014 11:00AM <b>Approx: 0:00</b>	Lunch	Enjoy lunch at one of Springfield's many restaurants or picnic areas. Please contact us for a location that fits your needs.
5/22/2014 12:00PM <b>Approx: 0:30</b>	Lincoln Tomb	SILENCE IS REQUIRED. Groups may FORFEIT their tour if they do not arrive on time. Unloading area & bus turnaround is located at rear of lot. BUSES MUST SHUT DOWN after unloading.
5/22/2014 1:10PM <b>Approx: 1:00</b>	Lincoln Home	Group must arrive 15 minutes prior to the scheduled time. LATE ARRIVAL WILL FORFEIT YOUR HOME ENTRY. Only the reserved number of people, on this confirmation, will be admitted into the Home. ALL BAGS ARE PROHIBITED. Bus parking is north of the Visitor Center at 426 S. 7th Street.
5/22/2014 2:30PM <b>Approx: 0:30</b>	Illinois State Capitol	Tour times are exact, please try to arrive 15 min. early to check in at that Capitol Info Desk, late arrivals forfeit tour, sorry no exceptions. All buses should unload at the north side of the Capitol Bldg/Monroe St. (no double parking) After drop off, buses may park and reload at the Complex Visitors Center (as available).

\*\*Special Considerations Needed by Group \*\*

Please review this schedule and special site information. If you have any questions or problems, please call our office. Travel time between sites was taken into consideration in making your schedule.