

Instruction
Field Trips and Community Service

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be type written and ALL items filled in or marked N/A.

Name of School: Beman Middle School Date of Request: 9/11/25
Name of Club or Activity: Beman Music Department
Trip To: Hershey, PA Purpose: 8th Grade Adjudication
Number of Students Participating: 120 & moving up celebration
Number of students eligible to go on the field trip: 250
Dates of Trip: From: 5/15/20 To: 5/17/20 # of school days missed: 1

Names of Teachers and Chaperones:

1. <u>Kaylin Tulley</u>	5. <u>Marco Gaylord</u>
2. <u>Amy Babineau</u>	6. <u>Nurse - tbd</u>
3. <u>Liam Shugrue</u>	7. <u>6 parents - tbd</u>
4. <u>Steve Matthews</u>	8.

Number of Non-Chaperone Adults going on trip: 0

Transportation: Bus Van Train Plane Car Other

Are fund-raising activities planned: YES If so, describe: socktober, cookie dough, flower bulbs, Apparel

Amount of money raised through fundraisers:

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students: \$3M in liability coverage

Cost per Student: \$ 600 Cost per Teacher and/or Chaperone: \$ 6 Free, \$300 for

Cost per Nurse: \$ incl. Cost per Paraprofessional: \$ remaining 6
(if necessary) (if necessary)

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

a. PAC - Performing Arts Consultants c.
b. Dattco d. Other

Name of teacher making request: Kaylin Tulley

Approved by Department Head at secondary level: [Signature]

Approved by Principal: [Signature]

Authorized by Chief Academic Officer: [Signature]

Superintendent Approval: [Signature] Date: 9/22/25

Reunification Plan: a reunification plan provides staff and students with a back-up plan in the event groups or individuals are separated because of unforeseen events (blocked entrance/exit, manmade or natural disasters, lost staff or students, etc.).
Please include:

Communication plan (how will you, the lead, communicate with staff/students at the field trip site and Central Office):

cell phone (call, text, parents square)

Staff/student accountability (in what way will the presence of staff and students be accounted for throughout the trip, head count, call-in, etc.):

1 adult chaperone per 10 students,
head count at all transitions.

Alternate parking or meeting site (consider where you would meet if the original plan is no longer viable):

To exit the field trip site:

Hotel lobby, school parking lot,

For shelter (inclement weather):

Hershey Park parking lot

~~Hotel lobby~~ Hotel lobby, school gymnasium,
Identification of on-site security and first aid: hospitality area.

Nurse on trip.

Identification of field trip co-leader name and telephone number:

Amy Babineau - (203) 623-1763

Adult Supervisors (chaperones) Names/Telephone Numbers:

Name	Cell Phone Number	Name	Cell Phone Number
Kaylin Tulley	(203) 623-1763	switch	
Amy Babineau	(203) 490-8947		
Steve Matthews	(475) 306-1558		
Marco Gaylord	(860) 310-7862		
Liam Shugrue	(860) 538-9435		
Nurse tbd			
Parents tbd			

Other notes:

DE Central Office Phone: (860) 638-1401

DE Transportation Office Phone: 860 638-1418

DATTCO Phone: 860 635-8234

Provide Copies To: Transportation Department, Principal and Teacher

FIELD TRIP PROCEDURES

1. More than one member of the faculty chaperoning the field trip must have a cellular phone in order to remain in direct contact with the school at all times as well as to communicate with one another in the event a group is separated.
2. One member of the faculty will be designated to call the school at least two times during the time the students and staff are on the field trip, i.e. upon arrival, some time during the trip, or right before the buses depart for school.
3. A primary and secondary plan for evacuation and regrouping of students in cases of emergency must be developed and shared with adult supervisors and chaperones. For example, a primary site for meeting must be established and, in which, all adults involved with the trip are informed, i.e. bus where attendance will be taken. A secondary site for meeting must be established in the event that the primary site is not accessible (see Reunification plan, page 2).
4. A briefing must be held with the school administrator and the staff member in charge of the trip to discuss emergency plans if the field trip site is evacuated or one or more members of the group are separated.
5. Buses will be ready to depart at the assigned time. Students, Staff, and Chaperones must be assembled and ready to go.
6. A master list of students, staff, and chaperones attending the trip must be updated and left with the school administrator prior to leaving the building the day of the trip. All teachers must have copies of the students' emergency cards with them during the field trip.
7. The trip coordinator must meet with the school nurse prior to the trip to ensure that all medical information regarding students is conveyed to staff involved with the field trip.

The regular school nurse can inform you of the need for a nurse to attend a field trip. Nurses providing health services during the field trip shall complete a timesheet for the total number of hours worked during the trip, mark the timesheet "*Field Trip*", and submit to payroll for processing

8. The regular classroom teacher can inform you of the need for a paraprofessional to attend a field trip. The paraprofessional(s) attending the field trip shall complete a timesheet for the total number of hours worked during the trip, mark the timesheet "*Field Trip*", and submit to payroll for processing.
9. The field trip request form must be completely filled out with contact phone numbers in the event of emergency and submitted in the timeline described in district *Field Trip Regulations and Procedures*, #6153.

**ACTIVITY TRANSPORT/COACH
TRANSPORTATION REQUEST FOR
2025-2026**

MIDDLETOWN BOARD OF EDUCATION

5/15/26 — Beman Middle School
DATE OF TRIP: 5/17/26 SCHOOL NAME & ADDRESS: 1 Wildermans Way
TODAY'S DATE: 9/9/25 NUMBER OF BUSES: Activity Transport _____ Coach X
NUMBER OF PUPILS: 120 NUMBER OF ADULTS: 12
(42 Pass. Maximum per bus on trips under 1 hour.)

(Check One) REQUEST A QUOTE: X REQUEST A RESERVATION: _____
** Cancellations must be called into (860) 229-4878 Ext. 660, at least 1 ½ hr. before pick up time, or \$100.00 per bus penalty fee will be charged**

Person Requesting Quote/Reservation: Kaylin Tulley
Cell Phone #: 203-490-8947
Email address: tulleyk@mpsc-t.org

Origin/School: Beman Departure Time: 7:00AM 5/15/26
Destination: Hershey, PA Destination Departure Time: 10:00AM 5/17/26
(or) Return Time to School: _____

If multiple buses, please supply names and cell phone numbers for at least one person in charge on each bus:

Bus #1 Name: Kaylin Tulley Cell phone: 203-490-8947
Bus #2 Name: Amy Babin Cell phone: _____
Bus #3 Name: Liam Shugrue Cell phone: _____
Bus #4 Name: Steve Matthews Cell phone: _____

1. Submit Form to Director of Transportation
2. Do not call the Bus Company for trips.
3. Requests must be in writing 10 school days before the field trip.
4. If any of the rules are not adhered to, your trip will be disapproved.
5. Additional 1.5 hours Terminal charges (45 minutes each side of charter)

Rates are: TBD per hour plus 1½ hours for terminal charges (See Note 5).
Note: *Coach Buses* - prices vary depending upon which day is scheduled.

Total Estimated Time (plus 1½ hours, see above): _____ X TBD/HR. X BUSES: _____ = TOTAL PRICE: _____

ALL TRIPS MUST BE APPROVED BY MIDDLETOWN B.O.E. TRANSPORTATION DEPARTMENT

NOTE: An additional cost (terminal charges-see Item #5 above) will be charged by DATTCO and included in its field trip CONFIRMATION, which will be forwarded to the school secretary and Field Trip Organizer/Lead Name.

BILL TO: Quote Only
Teacher: _____ School: Beman
Field Trip Organizer/Lead Name: Kaylin Tulley (Signed): K. Tulley
By signing above you guarantee that you have the funds for this field trip

PRINCIPAL APPROVED: _____ DATE: _____

TRANSPORTATION DEPT. APPROVED: _____ DATE: _____
BOE Transportation Office Phone: 860 638-1418 DATTCO Phone: 860 635-8234 x4662

(Please Refer To Field Trip Procedures on Second Page)



Friday, May 8, 2026:

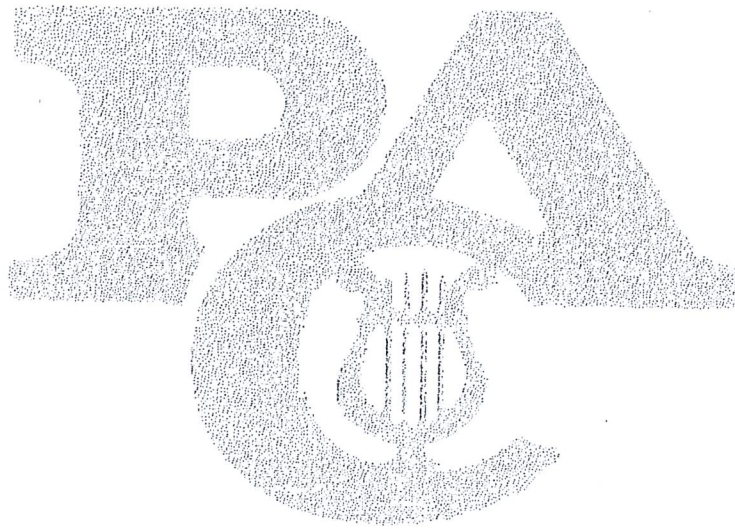
- 7:30am Motorcoaches arrive at Middletown Middle School
Located at: 200 La Rosa Ln, Middletown, CT 06457
- 8:00am Board your motorcoaches and depart for **HersheyPark PAC for a Day Festival School!**
 (Approximately 5-hour drive without stops)
- 1:00pm Arrive at local school for your festival performance.
 Meals and rest stops en-route as necessary.
- 1:15pm Unload motorcoaches and set-up
- Performance times are subject to change.
 Groups will have a 20-minute warm-up time and 20-minutes for your performance and clinic.
 Performing groups: Concert Band, Jazz Ensemble, Concert Choir, Select Choir*
- 4:30pm (Approximately) Pack and load motorcoaches
 Depart for hotel, **Sheraton Harrisburg Hershey Hotel,**
Located at: 4650 Lindle Rd, Harrisburg, PA 17111
- 5:00pm Arrive and check-in to your hotel.
 Freshen up for dinner!
- 6:00pm Depart for **Fenick's of Hershey**
Located at: 102 W Chocolate Ave, Hershey, PA 17033
- 6:15pm Arrive at **Fenick's of Hershey**
It is the oldest free-standing restaurant in Hershey with awesome food. There is a specific bus parking which is located right around the Hershey Story Museum as well. There is lots of fun on this block for a bus group.
- 7:45pm After dinner depart for hotel.
- 8:00pm Arrive at hotel and enjoy the rest of the night using the hotel amenities!

Saturday, May 9, 2026:

- 8:00am Full American Breakfast at your hotel.
- 9:30am Board your motorcoach and depart for **Hersheypark.**
- 10:45am Depart for **HersheyPark** for a day of Fun!
- 11:00am Arrive at **Hersheypark!** Enjoy a fun day in the park!
- Afternoon Use your **Meal Coupon** for lunch in the park.
- Evening Use your **Meal Coupon** for dinner in the park.
- 9:00pm Or at director's discretion, depart theme park for hotel.
- 9:15pm Arrive at hotel and enjoy the rest of the night using the hotel amenities!

Sunday, May 10, 2026:

8:00am Full American Breakfast at your hotel.
9:30am Pack and load motorcoaches
Check out of hotel and depart for school
(Approximately 5-hour drive without stops)
Meals and rest stops en-route as necessary.
2:30pm Arrive at home at school!



HAPPY MEMORIES
...and Thank You for traveling with
Performing Arts Consultants!!!

Your 2026 Hershey Pack for a Day Festival Package includes:

- ♪ 2-Nights Hotel Accommodations at Sheraton Harrisburg Hershey Hotel (or similar)
- ♪ Full American Breakfast for each night at hotel.
- ♪ PAC for a Day Festival
 - ♪ Written and recorded comments
 - ♪ Clinic with one of the adjudicators after the performance
 - ♪ Presented with a Director/Award plaque with rating (Gold, Silver, Bronze)
- ♪ Dinner at Fenicci's of Hershey
- ♪ Admission to HersheyPark
- ♪ 1 meal coupons for lunch in the theme park
- ♪ 1 meal coupons for dinner in the theme park
- ♪ One FREE package (in double occupancy) for every 20 paying travelers.
- ♪ Keepsake Souvenir DVD
- ♪ Performing Arts Consultants Escort on-site.
- ♪ Rates are inclusive of all taxes and gratuities.
- ♪ \$3,000,000.00 in liability insurance coverage.
- ♪ Director's Manual and Gift.

Package Price Per Person (does not include transportation):

\$455.00 per person quad occupancy

Should you have fewer than four persons per hotel room the following price(s) will be charged for those persons:

Triple: \$485.00

Double: \$545.00

Single: \$729.00

****PLEASE NOTE:** The above listed rates DOES NOT include air and charter bus transportation.

Alternative Hotel Option: 1-Night at hotel

Quad: \$375.00 per person
Triple: \$385.00 per person
Double: \$419.00 per person
Single: \$509.00 per person

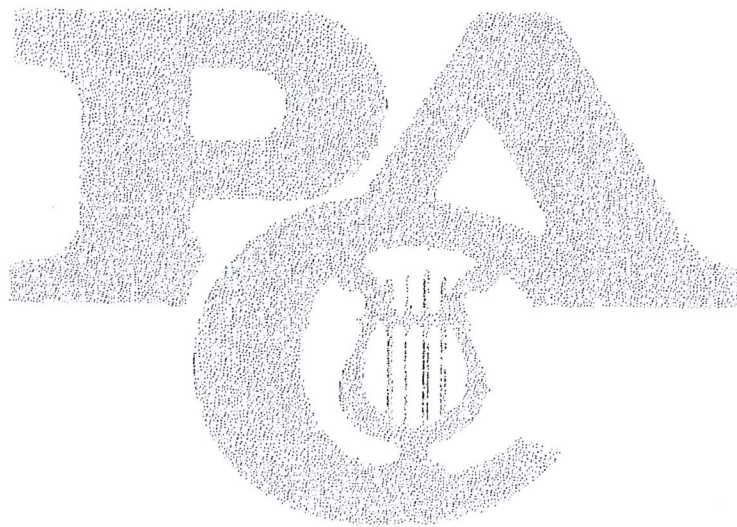
Motorcoach transportation: (Not included in the above package price)

Each 52-passenger deluxe motorcoach rate will be **\$9,285.00 per motorcoach for the 2 nights**. Rate includes all taxes, surcharges, and driver gratuity. Miscellaneous fees such as tolls and bus parking are the group's responsibility, although none are anticipated. The rate is based on 7% full charge if fuel cost increase rate may increase.

Each 52-passenger deluxe motorcoach rate will be **\$8,945.00 per motorcoach for the 1 night**. Rate includes all taxes, surcharges, and driver gratuity. Miscellaneous fees such as tolls and bus parking are the group's responsibility, although none are anticipated. The rate is based on 7% full charge if fuel cost increase rate may increase.

PLEASE NOTE:

- Arrival and departure times may be subject to change due to weather and traffic conditions.
- Park(s) opening and closing hours are at the discretion of Hershey Park and are subject to change without advance notice.
- All reservations are tentative and will be confirmed upon submission by the PAC Performance Tour Application. As such, confirmation is subject to availability at the time of application submission.
- Pricing is based on a minimum of 175 travelers. Should the number of travelers decrease pricing is subject to change.





DATTCO
583 South St.
New Britain, CT 06051
(860) 229-4878

Quote: 70921-0

Departure Date	Quotation Date
05/08/2026	09/10/2025

Quote Information

Customer Information

Erin Stevenson
Middletown BOE - FT
311 Hunting Hill Avenue
Middletown, 6457
860.638.1418

Salesperson

Nancy Dooley

Contact

860,955.4156

Total Miles

607.47

Trip Details 05/08/2026 - 05/10/2026

05-08-2026 07:45 AM - Vehicle Onsite at Beman Middle School, 1 Wilderman's Way, Middletown, CT 06457, USA
05-08-2026 08:00 AM - Depart from Beman Middle School, 1 Wilderman's Way, Middletown, CT 06457, USA
05-08-2026 01:30 PM - Arrive at Hersheypark, 100 Hersheypark Dr, Hershey, PA 17033, USA
05-08-2026 04:30 PM - Depart from Hersheypark, 100 Hersheypark Dr, Hershey, PA 17033, USA
05-08-2026 04:55 PM - Arrive at Sheraton Harrisburg Hershey Hotel, 4650 Lindle Rd, Harrisburg, PA 17111, USA
05-08-2026 06:00 PM - Depart from Sheraton Harrisburg Hershey Hotel, 4650 Lindle Rd, Harrisburg, PA 17111, USA
05-08-2026 06:20 PM - Arrive at Feniccl's of Hershey, 102 W Chocolate Ave, Hershey, PA 17033, USA
05-08-2026 07:45 PM - Depart from Feniccl's of Hershey, 102 W Chocolate Ave, Hershey, PA 17033, USA
05-08-2026 08:10 PM - Arrive at Sheraton Harrisburg Hershey Hotel, 4650 Lindle Rd, Harrisburg, PA 17111, USA
05-09-2026 09:30 AM - Depart from Sheraton Harrisburg Hershey Hotel, 4650 Lindle Rd, Harrisburg, PA 17111, USA
05-09-2026 09:50 AM - Arrive at Hersheypark, 100 Hersheypark Dr, Hershey, PA 17033, USA
05-09-2026 08:00 PM - Depart from Hersheypark, 100 Hersheypark Dr, Hershey, PA 17033, USA
05-09-2026 08:25 PM - Arrive at Sheraton Harrisburg Hershey Hotel, 4650 Lindle Rd, Harrisburg, PA 17111, USA
05-10-2026 09:30 AM - Depart from Sheraton Harrisburg Hershey Hotel, 4650 Lindle Rd, Harrisburg, PA 17111, USA
05-10-2026 03:05 PM - Arrive at Beman Middle School, 1 Wilderman's Way, Middletown, CT 06457, USA

Quotation Total : \$5,470.00

#	Vehicle Type	Seats/Total	Price
1	Premium Motorcoach	52 / 52	\$5,470.00

Additional Trip Requirements

Customer to provide a room for driver.

I have reviewed the details above and agree that they are correct. I confirm that I would like to request this booking. I accept the above price and understand that it may be subject to changes and additions if details of the trip change or if direct travel expenses are incurred.

Signature	Printed Name	Date

**Bookings are not complete until confirmed by a Salesperson. Direct travel fees including tolls, parking, and city travel fees that are incurred may not be included in your quote and will be billed separately.*