
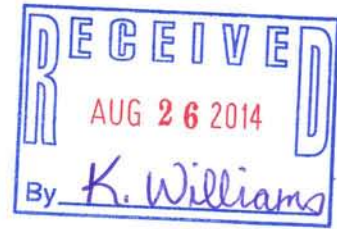


To: Dr. Sophia Redmond-Jones
From: Roxie Thomas 
Date: August 22, 2014
Re: Out of State Field Trip Request



I am requesting School Board approval for a field trip to County Line Orchard in Hobart, Indiana for the two kindergarten classes at Whittier School on October 1, 2014.

Please find attached the necessary documentation for this request. Thanks in advance for your continued support and cooperation.

Cc: Dr. Denean Adams 



Harvey School District 152 Field Trip Approval Form

School(s): Whittier Date of Request: 8-25-14

Types of Field Trips: Day Trip Overnight Trip Out-of-Town Trip
Hobart, Indiana

Educational rationale for the field trip: To learn the life cycle of apples and pumpkins, how honey is made, pollination process, and the workings of an orchard.

Date(s) of proposed trip:	<u>Oct. 1, 2014</u>	# of Students Participating	<u>approx 40</u>
Staff requesting trip	<u>Lori Baker</u>	# of Chaperones	<u>6</u>
Date/Time of Departure:	<u>9:30</u>	Date/Time of Return	<u>2:00</u>
Destination(s)	<u>CountyLine Orchard Hobart, IN</u>	Lunch Arrangements:	<u>sack lunch</u>
Source(s) of Funding	<u>Parents</u>	Cost per Student	<u>\$15.00</u>
Total Cost of Trip	<u>approx. \$500.00</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. _____
2. _____
3. _____
4. _____
5. _____
6. _____

}

Names will be given at a later date. Request for Chaperones has not been made yet.

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]
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.

****FIELD TRIP REQUEST FORM****

Alltown Bus Service, Inc.
7300 N. St. Louis Ave.
Skokie, IL 60076

(847) 674-0090-Phone (847) 674-4449 Fax

Office use only:
Charter# _____

NAME: DISTRICT 152

ADDRESS: 16001 S. LINCOLN, HARVEY, IL. 60426

***BILLED ACCOUNT**

YOUR NAME: Lori Baker
First Name Last Name

TELEPHONE #: (708) 331-1130 FAX #: (708) 333-9162

PICK UP ADDRESS: Whittier 71 E. 152nd St., Harvey, IL. 60426

DATE OF FIELD TRIP 10 / 1 / 14 (One date per sheet)
(Month) (Day) (Year)

PICK UP TIME: 9 : 15 AM OR PM

DESTINATION:
Name of Location County Line Orchard

Address of Location: 200 County Line Rd city: Hobart State: IN

PICK UP TIME FROM DESTINATION: 12 : 30 AM OR PM

OF BUSES 1
3 per seat small children (Preschool-Kindergarten) = 66 per bus
2 per seat larger children (1st grade & up) = 44

ANY WHEELCHAIRS: YES OR NO
(If yes): How many wheelchairs? _____ How many Walk-Ons 50

PLEASE NOTE: BY SENDING THIS REQUEST YOUR BUS WILL BE RESERVED. IF YOU WANT TO CANCEL YOUR REQUEST, PLEASE CALL US IMMEDIATELY TO AVOID ANY FEES WHETHER YOU SIGN THE CONFIRMATION (CONTRACT) OR NOT.

****PLEASE FAX THIS FORM TO (847) 674-4449. YOU SHOULD RECEIVE A TRIP CONFIRMATION WITHIN 24 HOURS****