

GREENBUSH MIDDLE RIVER SCHOOLS

MAKE A COPY of THIS FORM - SUBMIT PAPER COPY TO PRINCIPAL
 ALL FIELD TRIPS MUST BE PRE-APPROVED BY THE PRINCIPAL
 REQUESTS ARE DUE AT LEAST TWO WEEKS (10 SCHOOLDAYS) IN ADVANCE
 OVERNIGHT/EXTENDED FIELD TRIPS MUST BE BOARD APPROVED AND NEED 5 WEEKS NOTICE
 ALL FIELD TRIPS ARE SUBJECT TO DENIAL DUE TO FUNDING AND TRANSPORTATION AVAILABILITY

FIELD TRIP APPROVAL FORM

MOST SCHEDULED MSHSL EVENTS ARE NOT FIELD TRIPS.
TAKING STUDENTS OFF SCHOOL GROUNDS IS CONSIDERED A FIELD TRIP UNLESS WAIVED BY THE PRINCIPAL.
REGULAR EXCURSIONS THAT ARE PART OF A CLASS ARE SUBJECT TO THIS FORM AND APPROVAL PROCESS.

Name of Field Trip Supervisor: <i>Laura Dahl</i>	Name of group, club, or department, or class. <i>FCCLA</i>
Descriptive name of this field trip? <i>FCCLA National Conference</i>	Destination Name/Address: <i>Seattle, Wash.</i> Round Trip Miles: <i>(Flying)</i>
Number of Students: # male students ___ #female students <u>6</u> <small>(if Perkins funds are used)</small>	Grade level/s of student participants: (circle all that apply) <input checked="" type="radio"/> 7 9 <input checked="" type="radio"/> 10 <input checked="" type="radio"/> 11 <input checked="" type="radio"/> 12
Number of Chaperones: <i>2 + 1 parent</i>	Date of Departure: <i>June 28, 2024</i> Time of Departure: <i>8:15 am</i>
Date of Return: <i>July 2, 2024</i> Time of Return: <i>2:00 pm</i>	School Hours Missed: (for single day trips) 1 2 3 4 5 6 7 (circle hours that apply) <input checked="" type="checkbox"/> outside the school day <i>Summer</i>
# School Days Missed: (if more than one day) 1.5 2 2.5 3 3.5 4 other <u>0</u>	This field trip extends past 6:00 p.m. on a Wednesday. Yes <input checked="" type="radio"/> No
This field trip occurs on a Sunday. <input checked="" type="radio"/> Yes No	

How will this field trip be funded? (Check all that apply.)

- Department budget (Code: _____)
- This is part of the athletic/activity budget *FCCLA*
- Students will be assessed a fee to cover transportation and/or registration/admission fee *\$500/student*
- Students will pay for their own lunch
- District funds are requested *Meal Stipends Only*
- Grant funds to be used (name of grant: *Karl Perkins (Laura Dahl exp.)*)
- Outside group, booster club, individual, or agency funding
(name: _____)

A. What is the purpose of this field trip? (choose 1 CATEGORY only)

- Instructional** *Learning Requirement + Success*
 - Required for all students enrolled in the course
 - Only students in selected section/s of this course will participate *STAR Event Advancers + Judges*
 - Students participate by choice
- Supplemental** *(check all that apply)*
 - All students in a course or club/activity will participate
 - Students participate by choice or selection
 - This is an enrichment opportunity

Extended / Overnight Trip (ATTACH ITINERARY)

- Regional or state level competition, training or meeting
 - have qualified
 - anticipating to qualify
- Selected or invited to participate in honorary event or competition
 - have been invited or selected
 - have applied to be invited or selected
 - will apply to be invited or selected

E. What are the estimated travel costs of the field trip? *See Attached Financial Breakdown + Documents*

Transportation *669.20 per person (6022.80)*
 Registration *State, National + STAR Event 2425.00*
 Materials *Lodging 4539.00*
 Meals *Meal Stipend Only 8 people x 13 meals x \$10. = \$1040*
 Other *Aid Jacket's (required) 20.00*

** Transfers, Excursions - not known at this time*

OFFICE USE ONLY:

3. Is this trip approved and funded through the Carl Perkins grant? Yes No *\$2,049.97 of Mrs. Dahl:*

NOTE: If actual costs exceed the approved Perkins amount, this must be funded through other means. *Expenses*

** Mara Bust is attending as a parent. She will pay 100% of her expenses (\$1481.50) + no meal stipend dollars*

Date Received (Office): 4/22/24

G. Administrative Review

Activities Director Signature	Date	<input checked="" type="radio"/> Approved	<input type="radio"/> Not Approved
<i>[Signature]</i>	<u>4/22/24</u>		
Principal Signature	Date		

Extended Trips

Superintendent Signature	Date	Approved	Not Approved
School Board Chairperson Signature	Date	Approved	Not Approved

FIELD TRIP PROCEDURAL CHECKLIST
Greenbush / Middle River School

**SUBMIT THIS CHECKLIST and a LIST OF STUDENTS and CHAPERONES TO PRINCIPAL
PRIOR TO DEPARTURE**

Name of Trip Supervisor: Laura Dahl Date of Trip: 6/22 - 7/2/2024

Description or Name of Trip: ECCLA National Conference
Supervisors are responsible for completing applicable tasks below:

APPROVAL PROCESS

Submit completed approval request form to principal (for instructional or supplemental trips) or to activities director (for clubs/student activities/athletic and extended trips) 2 weeks prior to the event.

PARENT/GUARDIAN COMMUNICATION *Done*

A PARENT/GUARDIAN PERMISSION FORM is required for all students attending. Supervisor takes these on the trip and submits them to principal upon return.

STUDENT COMMUNICATION *Done*

Prior to departure, Inform students of behavior and learning expectations and permission form procedures. Overnight or extended trips require advanced student and parent informational sessions.

SCHOOL COMMUNICATION

SUBSTITUTES - 2-3 weeks prior - request subs as needed for teachers or paras (indicate "chaperone") *NA*

MEDICAL- 1 week prior - make arrangements for student medication/health concerns (see principal) *Done*

SPECIAL NEEDS - 1-2 weeks prior - contact and case managers for students with IEP to plan for any unique needs *NA*

EMAIL TEACHERS - 1 week prior - email teachers with date and list of students attending if other courses are affected *NA*

CHAPERONES *Janet Mallock - Letter*

Non-school employees must be approved as chaperones well in advance as the background check process takes 10-15 business days or longer. The school does not cover the cost of the background check.

ACCOUNT FOR ALL STUDENTS

Ensure all students are accounted for. TAKE PERMISSION SLIPS ALONG AND return all sign-ins and permission slips to security office personnel upon return.

SUPERVISOR SIGNATURE

Signature indicates assurance that all items above are or will be completed.

Laura Dahl
Field Trip Supervisor Signature

212-629-2513
Cell phone number in use during field trip