

Lafayette School Corporation



Overnight/Out-of-State Field Trip Request Form

For Board Meeting On: November 9, 2015

Requested Action: That the Board of Trustees approve the trip as follows.

Trip Objective: Honor Choir Rehearsals & Performance at Professional Development Conference of the Indiana Music Education Association

School:	Lafayette Tecumseh Junior High School
Grade/Department:	Choral Music: Grades 7-8 (Up to 8 Seventh/Eighth Grade Honor Choir students)
Destination:	Fort Wayne – Indiana Music Education Association Conference

Educational Purpose:	To provide an environment and performance of choral excellence for middle school students
Number of Students:	150 students statewide (up to 8 students from Lafayette Tecumseh Jr High School)
Number of Adults:	2
Meeting Date w/ Chaperones:	Date: Thursday/Friday, January 14/15, 2016 o Parents have received district requirements for chaperones.
Names of certificated staff accompanying students:	Cecil Shoemaker & Marcy Miller

Dates of the field trip:	Date leaving:	Time Leaving:	Date Returning:	Time returning:
	Thursday, Jan. 14	8:00 a.m.	Friday, Jan. 15	Varies after 7:00 p.m.
Method of Transportation:	District:	Contracted:	Private:	Other:
			Responsibility of selected student	

Accommodations	
Name of Hotel(s):	Courtyard Marriott of Fort Wayne
Check-in:	Date: January 14, 2016 Time: 10:00 a.m.
Check-out:	Date: January 15, 2016 Time: 12:00 a.m. (after room use)
Form of Payment:	Credit Card or Check
Who is paying	Parent

Supervision	
No. of students per room:	4
No. of beds available per room:	2
Chaperone lodging: (including payment)	Chaperones have criminal background checks and stay in separate rooms near assigned student rooms.
No. of Chaperones per vehicle and room:	1/vehicle; 0/room

Meals			
No. of Meals:	Breakfast: 1	Lunch: 2	Dinner: 1
Meals paid for by:	Indiana Music Education Association		
Cost and funding source of Trip to Student/Parent:	\$165.00 paid by parent (or donor)		
Cost and funding source to Corporation:	\$0.00 No cost to corporation except for substitute teachers for both music teachers.		

Principal Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____