



# WAUNAKEE

COMMUNITY HIGH SCHOOL

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301 Community Drive  
Waunakee, Wisconsin 53597  
(608) 849-2100

December 11, 2025

TO: Dr. Monica Kelsey-Brown  
Board of Education Members

FROM: Brian Borowski 

RE: High School Chinese Class Field Trip  
Chinatown in Chicago IL

Ms. Xiuping Zhu, World Language Instructor, is requesting permission to take students enrolled in Chinese I, II, III, IV, and V on a field trip to Chinatown in Chicago, Illinois, on **April 17, 2026**.

The purpose of this trip is to explore and experience cultural values beyond the classroom. The cost per student is \$50.00, which covers transportation by coach bus. Students are encouraged to bring additional money for meals and souvenirs. Financial assistance is available for those who need it.

Ms. Zhu will organize parent volunteers for this trip to Chinatown with consideration of the district's guideline of student/chaperone ratio.

I am respectfully requesting that you take a moment to review the following memo from Ms. Zhu, who is requesting your support for this field trip.

Thank you.

## Request for Chinese Class field to China town in Chicago

Dear Mr. Borowski,

Greetings of peace!

I, together with high school Chinese **I, II, III, IV** and **V** students, am planning to have a study tour at Chicago China town on **April 17<sup>th</sup>, Friday** 2026. This place was chosen to be visited because of its cultural value. The class aims to explore and learn beyond the classroom.

Student number: 45

3 chaperons: Parents volunteers

Coach Bus: 1 Coach Bus with **50** seats

Coach Bus Cost: **50** dollars per person

(Each student is recommended to bring **\$30.00+** spending money to cover the cost of food or souvenirs they may wish to purchase.)

With this, we would like to ask the permission of your good office to conduct this tour on the said date and place.

We would be pleased to receive a positive response regarding this matter.

Thank you very much.

Respectfully yours

Xiuping Zhu  
Class Teacher

