

Lafayette School Corporation



Overnight/Out-of-State Field Trip Request Form

For Board Meeting On:

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

Trip Objective: Jobs for America’s Graduates National Student Leadership Academy

School:	Jefferson High School	Name: Juan Villalva
Grade/Department:	JAG	
Destination:	Washington DC	<input type="checkbox"/> Trip itinerary attached

Educational Purpose:	Tour of DC and Leadership Academy
Number of Students:	9 (from all 8 of the JAG programs)(1 Jeff student, 2 Oakland students, 6 non LSC students)
Number of Adults:	2
Meeting Date w/ Chaperones:	Date: <input type="checkbox"/> Parents have received district requirements for chaperones.
Names of certificated staff accompanying students:	Christine Shaffer (JAG Specialist - Non LSC employee) # 574-870-0941 Tyler Ness (JAG Specialist – Non LSC employee)

Dates of the field trip:	Date leaving:	Time Leaving:	Date Returning:	Time returning:
	12/01/2015	6 PM	12/06/2015	4:30 PM app.
Method of Transportation:	District:	Contracted:	Private:	Other:

Accommodation	
Name of Hotel(s):	Hyatt Regency
Check-in:	Date: 12/02/2015 Time: 3 p.m.
Check-out:	Date: 12/06/2015 Time: noon
Form of Payment:	Credit card
Who is paying	Community Action Program/JAG

Supervision	
No. of students per room:	2
No. of beds available per room:	2
Chaperone lodging: (including payment)	Separate Hotel Room paid for by Community Action Program
No. of Chaperones per vehicle and room:	

Meals			
No. of Meals:	Breakfast:	Lunch:	Dinner:
Meals paid for by:	Community Action Program/JAG		
Cost and funding source of Trip to Student/Parent:	Community Action Program/JAG		
Cost and funding source to Corporation:			

Mar P... [Signature]

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____