



Office of the Superintendent
 Madison Public Schools
 Madison, CT 06443

School Trip Proposal / Request Form Travel / Study Approval for Out of State and / or Overnight Trips

School: DHHS Principal: Salutari
 Date(s) of Trip: 3/17/22-3/20/22 Trip Organizer(s): Soja
 Destination of Trip: Orlando, FL
 Grade level of student participants: 9-12 No. of Students: app 200-250
 Educational Objectives including related classroom activities prior to / following the trip: _____
Musical experiences and performances _____

Funding Source(s): Students

Complete if students are paying for all or part of the trip.

Total fees required from each student: Total \$1775 estimated

Transportation Cost: _____ Event Fee: _____

Meals: _____ Lodging: _____

Source(s) of funds for students who qualify for fee waiver:

Cost of Nurse (if applicable): _____ Funding source: Students

Name of travel agent (if applicable): Global Endeavors

Name of transportation service vendor:

No. of buses required: _____ Cost per bus:

No. of private vehicles required (not applicable for Grades K-4):

Drivers of Personal or Leased Vehicles:

(Reference Policy #5100.8 Student Travel regarding district liability / insurance requirements)

Date / Time of trip: Departing DHHS: 3/17/22 Returning to Madison: 3/20/22

Number of chaperones on trip: 20-25 List names and cell phone numbers of chaperones below:

TBD based on number of students and BOE approval

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

List of Chaperone Names and Phone Numbers with MPS employees noted (see above)

Parent / guardian letter explaining the trip and travel itinerary

Information outlining parental financial responsibility should there be an emergency cancellation (may be included in the letter above)

Parent / Guardian Permission and Acknowledgment of Risk for Student Travel Form

Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)

Telephone Tree in the event of an emergency (see Emergency Plan)



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I / We certify that this trip proposal is in accordance with Madison Public Schools policies #5100.8 and #6100.16.1 and corresponding regulations:

Ronald Soja

Signature, Trip Organizer(s)

Trip approved

[Handwritten Signature]

5/27/21

Signature, Principal / Assistant Principal

Date

Signature, Superintendent or Designee

Date

Trip Denied

Reason: _____

Signature, Superintendent or Designee

Date

Out-of State / Overnight Trips Checklist

- Obtained approval at least three (3) weeks prior to the trip. (Include enough time for BOE approval)
- Submitted list of participating students to Assistant Principal at least two (2) weeks prior to the trip.
- Submitted an updated list of participating students to the Attendance Secretary and Health Office on day of trip. (No students should be added to the original list on the day of the trip.)
- Arranged substitute teacher with the principal / designee if needed.
- Arranged instructional and supervisory assignments for students not participating.
- Arranged appropriate number of chaperones and provided orientation.
- Clearly explained expectations of students.
- Received parent permission forms and emergency medical forms.

DANIEL HAND HIGH SCHOOL
286 GREEN HILL ROAD, MADISON, CT 06443

May 4, 2021

Dear Parents,

The Daniel Hand High School music department is excited to announce a trip to Orlando in March of 2022. Members from Chorus, Orchestra, and Band will all be attending and performing. The important information pertaining to this field trip is listed below.

Dates:	Thursday, March 17 –Sunday, March 20
Destination:	Orlando, Florida
Accommodations:	Hilton Disney Springs
Meals included:	Three breakfasts at the hotel
Other activities:	Disney Parks
Transportation:	Air
Nurse:	Yes
Security:	Yes
Total Cost:	Estimated \$1775

Non-refundable Deposit: \$185 to Global Endeavors due June 10

Band Information:

The DHHS Tiger Marching Band has been invited to be featured performers at Walt Disney World in Orlando, Florida. For their performance, the band will march down Main Street USA in Magic Kingdom, a huge honor for our students.

Choir Information:

Your child has the wonderful opportunity to perform in one of the largest choral competitions along with many other choirs and show choirs from across the country! We will be performing and staying at the Hilton Disney Springs in Orlando, Florida. All choirs perform for each other and a group of adjudicators. Each group gets critiqued and awarded trophies. The top groups get the opportunity to advance to finals later that night. This is a wonderful opportunity for your child to participate in and interact with performers their age at the national level!

Orchestra Information:

If your child is a member of the orchestra program, they will have the wonderful opportunity to sight-read, prepare, and record a polished performance of special Disney music selections in a studio environment like a professional musician. Students learn how to get the most out of rehearsals and discover how to hone their sight-reading skills under the guidance of an experienced Disney teaching artist. Freshman through senior string players from Hand will work together as an ensemble to learn and record music selections provided by Disney. Having an experience like this is something that we can't get just anywhere and I am very excited that they will be able to check it out.

Sincerely,
DHHS Music Department