

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip H.S. Choir educational Trip to New York City
 Proposed Departure Date April 19, 2018 Return Date April 22, 2018
 Proposer Alison Hamilton Position Choral Director
 Date by which response is needed ASAP Proposal Date 7/24/17

A. Purpose

1. What is the major place to be visited or event to be attended?

New York City - Broadway production/workshop, performance, etc.

2. How is the trip related to the educational program of the District?

The trip exposes our students to a cultural mecca. It provides not only music education but other arts & cultural experiences to our kids!

3. In what ways will the students benefit?

Students will have so many experiences in NYC that will last them a lifetime.

4. In what ways will the District benefit?

I will expose my students to so many different elements in NYC. This will be a well-rounded trip for our kids.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Discussion with students will occur before, during and after the trip.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
H.S. Choral students 9-12
2. How many students in total?
90
3. How many students are currently experiencing academic problems?
N/A
4. Which staff member will be in charge?
Allison Hamilton
5. What previous experience has the staff member had in conducting overnight or extended field trips?
I have done numerous overnight trips with students. 6 with this district and 8 in previous districts.
6. What other staff members will be going?
Lorie McCoy & Michelle Blair
7. How many chaperones, in addition to staff members, will be going?
15?
8. What are their names and affiliations with the students?
Parents of my students. Many are the choir boosters officers.
9. How many school days will be missed?
1 Day only
10. How will teachers be advised in advance that the students will be out of school?
E-mail

C. School Work

1. How will missed work be made up?

Students will need to get assignments in advance & complete any coursework.

2. What special assistance will be provided students with academic problems?

Any student experiencing academic problems will be addressed.

D. Itinerary

1. What is the destination?

New York City

2. What will be the mode of transportation? What liability insurance does the carrier have?

2 Charter buses

3. Where will the group be housed and fed?

Meals will be included w/ the trip, except for meals enroute. We will be staying at a hotel in New Jersey

4. What enroute or supplementary activities are planned?

N/A

5. What arrangements have been made for dealing with emergency situations?

A nurse will be accompanying ~~with~~ us on the trip. I will also have medical card info.

6. What arrangements have been made for administering necessary medications to students while on this trip?

The nurse will administer medications.

7. If tour guides are involved, what liability insurance do they carry?

E. Finances

1. What is the estimated total cost and cost per student?

\$650 - \$750

2. What is the source of funds?

Fundraising through the boosters

3. How will the funds be collected and safeguarded?

The Choir Boosters & Choir Treasurer

4. How will any shortfall be made up or excess funds used?

Students will make deposits on the trip.
This helps to spread out the payments

5. What provision has been made for students who are financially unable to pay any necessary costs?

Every student has the opportunity to go on the trip as long as they take advantage of fundraising opportunities.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?


I communicate through letters, emails, "remind 101" & google classroom.

2. List telephone numbers at destination and where group will be housed.

N/A

3. What information will be provided to the media and the community?

N/A



Signature of the Requestor

7/24/17

Date

Approved:



Principal

8-11-17

Date

Date

Board of Education
7/16/02

Date