

## PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip \_\_\_\_ Club field trip -Travel - English Honors

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Proposed Departure Date \_\_\_\_\_ 4/11/2017 \_\_\_\_\_ Return Date  
4/13/2017 \_\_\_\_\_

Proposer \_\_\_\_\_ Dayna Hendricks \_\_\_\_\_ Position Club Advisor and High School

Language Arts Teacher \_\_\_\_\_

Date by which response is needed \_\_\_\_\_ Proposal Date \_\_\_\_\_

A. **Purpose**

1. What is the major place to be visited or event to be attended? To visit several major attractions in New York City: 911 Memorial, Today Show, NBC Studios Tour, NYC Public Library, American Museum of Natural History, Metropolitan Museum of Art, Broadway production of The Lion King, Statue of Liberty and Ellis Island
  
2. How is the trip related to the educational program of the District? Students study various genres of writing and stories including plays and news writing. Students will get to see and experience various content besides English related curriculum (Art, Science, history, theater).
  
3. In what ways will the students benefit? Students will gain valuable experience with the exposure to city life in NYC.

4. In what ways will the District benefit? Our students will act as ambassadors for Beaver Local, and promote the district in a positive manner: conduct, social skills, and intellect.
  
5. How will the trip be evaluated to determine the extent to which these benefits were realized? The trip will be evaluated through group discussion and multimedia.

**B. Students and Staff**

1. Which students, (grade, class, or organization), will be going? Students who are members of English Honors.
  
2. How many students in total? 30 - 40
  
3. How many students are currently experiencing academic problems? No one at this time but if they do between now and the trip, they will stay after school when tutoring is available to help them reach their potential.
  
4. Which staff member will be in charge? Dayna Hendricks
  
5. What previous experience has the staff member had in conducting overnight or extended field trips? I have chaperoned students to California three times, once to England and Scotland, once to Toronto, Canada and New York City.
  
6. What other staff members will be going? Gianni Colaizzi, Tom Cunningham, Mary Zirillo, April Harper, Erica Flowers, Stacy McNally

7. How many chaperones, in addition to staff members, will be going? 3
  
8. What are their names and affiliations with the students? Leslie Gabbert: former teacher at BLHS and grandparent of a student; Mike Gabbert grandparent of student and also has chaperoned trips for BLHS previous. Gina Bettis who has also chaperoned several English Honors trips in the past.
  
9. How many school days will be missed? 2
  
10. How will teachers be advised in advance that the students will be out of school? Teachers will be advised at least 2 weeks in advance so students can complete work before the trip.

C. **School Work**

1. How will missed work be made up? Work will be completed before the trip or students may stay after school with me to make up missed work.
  
2. What special assistance will be provided students with academic problems? Students can attend tutoring sessions after school.

D. **Itinerary**

1. What is the destination? New York City, New York
  
2. What will be the mode of transportation? What liability insurance does the carrier have? The club will be traveling by charter bus provided by 20th Century Tours from Youngstown, Ohio a

\$3 million dollar Comprehensive Commercial General Liability Insurance policy with Zurich Insurance

3. Where will the group be housed and fed? The students will be staying at the Holiday Inn Totowa, New Jersey. Five meals are included (2 breakfasts and 3 dinners). We will stop at other fast food restaurants during our drive but students will have to pay extra for the meals not covered (3 lunches).
4. What enroute or supplementary activities are planned? See attached itinerary
5. What arrangements have been made for dealing with emergency situations? Chaperones have been trained to handle emergencies. Mrs. Hendricks will have parent authorization to take any student to a medical facility if necessary. Our tour guide will have a list of local emergency contact numbers. Students will be instructed to go to a safe meeting point if an emergency situation should arise. Students and parents will have all chaperone phone numbers so they can contact a chaperone.
6. What arrangements have been made for administering necessary medications to students while on this trip? Mrs. Hendricks will carry all medication during the trip and have the school nurse train her to properly dispense any and all student medications.
7. If tour guides are involved, what liability insurance do they carry? a \$3 million dollar Comprehensive Commercial General Liability Insurance policy with Zurich Insurance

E. **Finances**

1. What is the estimated total cost and cost per student? \$565 per student for 30 or more students.

2. What is the source of funds? Fundraising and student financed
  
3. How will the funds be collected and safeguarded? Mrs. Hendricks will collect deposits and deposit them to the school treasurer's office.
  
4. How will any shortfall be made up or excess funds used? Shortfalls will be made up through the club fund and excess will be used towards YSU English Festival books.
  
5. What provision has been made for students who are financially unable to pay any necessary costs? This is club based activity not classroom based so students are not required to participate or attend.

**F. Communications**

1. How will you communicate to parents prior to, during, and after the trip? Meetings, emails, phone calls, Facebook and Remind
  
2. List telephone numbers at destination and where group will be housed. 20th Century Tours 330-799-3853  
Holiday Inn Totowa, New Jersey (973) 785-9000

3. What information will be provided to the media and the community? Daily posts on the high school Facebook Page and a picture submitted to the local newspapers.

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Signature of the Requestor

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education  
7/16/02

\_\_\_\_\_  
Date