**Decision Paper**

**TO:** Hardin County Board of Education

**FROM:** Nannette Johnson

**DATE:** August 6, 2013

**SUBJECT:** Request for John Hardin Class of 2014 Senior Trip to Chicago using a

 commercial carrier.

1. For Decision

2. Purpose: The Senior Class Sponsors of John Hardin High School are requesting permission

 to take eligible members of the senior class on a trip to Chicago, IL.

3. Background and Discussion.

 John Hardin has instituted a senior class trip for its graduating class. The senior class

 sponsors and administration have outlined a trip that would provide an educational

 experience as well as an opportunity that some students may not have the chance to

 experience again. An itinerary is outlined below. Students will experience a mixture of the

 many outstanding venues Chicago has to offer. We will contract with private carrier for motor coach transportation.

* *Classes Participating:*

 The Field Trip will be offered to members of the Senior Class of 2014. Students have the opportunity to participate in a fundraiser to help pay for some of their trip giving every student the opportunity to attend.

* *Chicago Field Trip Itinerary: April 16-18, 2014*

|  |  |  |
| --- | --- | --- |
| **April 16th** | **April 17th** | **April 18th** |
| 6:30 Arrive at JHHS/ board bus 7:00 Leave JHHS12:00 Arrive in Chicago 12:30 Lunch  2:00 Board bus2:30-6:00 Sightseeing & Tours 6:00 Dinner  8:00 Show 11:00 Curfew | 7:00 Breakfast @ Starbucks or Corner Cafe9:00-4:00 Sightseeing & Tours11:00 Shedd Aquarium & Lunch @ Bubble  Net Cafe3:00 Adler Planetarium4:30 Break6:00 Dinner (Cheesecake Factory, Bucca Di Beppo, Grand Lux Café)/ shopping/  John Hancock Observatory11:00 Curfew | 9:00 Breakfast -- Michigan Avenue10:00 Touring Michigan Avenue12:30 Board bus1:20 Cubs vs Reds baseball game— lunch at game5:00 Leave for home \*\*Return around 12:00 am |

* ***Estimated Costs:***
* Chartered Bus transportation to and from Chicago (including driver tips and tolls) -$100.00
* Some Pre-paid meals (1 lunch and 2 dinners) - $70.00
* Hotel room for 2 nights- $125.00
* Security Guard for 2 nights at Hotel) $25.00
* Sight-seeing excursions (examples: Shedd Aquarium, Sears Tower, Museums, performances, etc.) - $130
* $50.00 food allowance for 3 breakfasts and 2 lunches (collected in advance)

**Total Cost: $500.00 (estimate prior to fundraising)**

*A Kroger gift card fundraiser is being offered for students to help alleviate costs.*

* ***Payment Schedule:***
* **Payment Plan Schedule: Payment Date/ Amount**
* Payment #1: $100.00 Due By September 13th 2013
* Payment #2: $100.00 Due by October 17th, 2013
* Payment #3: $100.00 Due by November 15th, 2013
* Payment #4: $100.00 Due by December 16th, 2013
* Payment #5: $100.00 Due by January 15th, 2014

 No refunds will be made after October 17th because tickets for events will have been purchased.

* *Cancellation Policy:*

 **After October 17, 2013, no refunds will be because of reserving the bus, hotels, excursions, etc. After these deposits have been made, there will be absolutely no refunds.**

* *Chaperones:* We will adhere to the 10:1 student to chaperone ratio. Parents who have a background check on file will be encouraged to participate in order to avoid the expense of substitute teachers at the school.

4. Points of Contact: Melissa Curtsinger and Jo Million, Co-Senior Class Sponsors

5. Recommendation: The Hardin County Board of Education approve the request for JHHS

 Class of 2014 Senior Trip to Chicago, IL

6. Recommended Motion: I move to approve the request for the JHHS Class of 2014 Senior

 Trip to Chicago, IL on April 16-18, 2014 via commercial carrier.