**TO:** Hardin County Board of Education

**FROM:** Nannette Johnson, Superintendent

**DATE:** September 25, 2013

**SUBJECT:** Request for Fee/Cost Approval for the Bluegrass Middle School 8th Grade Class Trip to Washington DC using a commercial carrier.

**ISSUE:**

 The 8th Grade Class Sponsors of Bluegrass Middle School are requesting permission to take eligible members of the 8th Grade class on a trip to Washington, D.C. at a cost of $600.00 per student and $670.00 for each parent participant or chaperone spouse participant.

**FACTS:**

Bluegrass Middle School instituted an 8th Grade class trip two years ago. The 8th grade 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. **We will contract with private carrier for motor coach transportation**.

***Classes Participating:***

The Field Trip will be offered to members of the 8th Grade Class. Students have the opportunity to participate in several fundraisers to help pay for some of their trip giving every student the opportunity to attend. These funds will be equally distributed to each student going on the trip.

***Payment Schedule:***

* $600.00 PER PERSON (Room OCCUPANCY of FIVE)
* $170.00 per person registration fee due October 18th, 2013
* $200.00 per person deposit due November 21st, 2013
* $230.00 per person final payment due January 23rd, 2014 (Adults: $300.00)

***Student Cost Includes:***

The $600.00 per person covers all transportation costs, 3 meals per day, admission/donation fees at required sites, lodging at 5 students per room, security guards at hotel, dinner/dance cruise on the Potomac River, tour t-shirts, and Interactive Journal.

Parent/Chaperone Spouse Cost Includes: The $670.00 per person covers all transportation costs, 3 meals per day, admission/donation fees at required sites, lodging for a single room, security guards at hotel, dinner/dance cruise on the Potomac River, and tour t-shirts.

***Cancellation Policy:***

*All registration fees and deposits are non-refundable.*

**Points of Contact:**

Dr. Teresa Martin, Ms. Lisa Owens, Mr. John Wittenback

**Recommendation:**

**I recommend The Hardin County Board of Education approve THE REQUEST FROM BLUEGRASS MIDDLE SCHOOL 8TH GRADE CLASS TO TRAVEL TO WASHINGTON. D.C. ON APRIL 17-20, 2014 VIA COMMERCIAL CARRIER.**

**Recommended Motion:**

**approve the request FROM BLUEGRASS MIDDLE SCHOOL 8TH GRADE CLASS TO TRAVEL TO WASHINGTON, D.C. ON APRIL 17-20, 2014 VIA COMMERCIAL CARRIER.**