

Field Trip Request Form

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board. Complete pertinent information on next page.

Destination New York City

Date(s) of Trip March 31-April 2, 2017 Time of Departure midnight *Time of Return 2-Apr

Approximate Mileage (one way) 600 Approximate Number of Students 75

Number of Buses Required N/A Method of Transportation (if not school bus) motorcoach

Will you stop for lunch? ☐ YES ☐ NO If "YES", where? _____

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 1 Justification: What is to be learned? See attached itinerary

How will the experience be used and evaluated? Students are required to complete a scrapbook of their experiences and write a

Names of chaperones (if applicable) reflection piece. (1 chaperone for 10 students, EIS employees)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☒ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage \$ _____

Drivers \$ _____

Admission \$ _____

Meals \$ _____

TOTAL \$ 693.00 - student

Method of Payment

Student Payment _____ **\$693.00**

School Activity Acct _____

Athletic Boosters \$ _____

Band Boosters \$ _____

Requested by Toni Perry Date 5/3/16

Approved/Disapproved Jennifer Burnham, Principal Date 5/3/16

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Board of Education approval is required for all overnight field trips.

*On school days, the return time should not exceed 2:00 p.m.

Field Trip Request Form

Requesting School T.K. Stone Middle School Organization 8th grade class
 Date(s) of Trip March 31 - April 2 Destination New York City
 Number of Buses Required motorcoach Teacher(s)/Sponsor(s) in Charge Toni Perry
 Time of Departure midnight Time of Return (by 2:00 pm on school day) 2-Apr
 Fund Responsible for Payment Student payment
 Will you stop for lunch? ☐ YES ☐ NO If "YES", where? _____

TRANSPORTATION - DRIVER'S REPORT

Driver Assigned _____ Bus Number _____

Odometer Reading	
End of Trip	_____
Start of Trip	_____
Total Miles	_____

Time of Trip	
Time Started	_____
Time Ended	_____
Total Time	_____

Please Check:	
_____	In City
_____	Out of County
_____	Dropped and Returned
_____	Dropped - Waited - Returned

Number of students transported	_____
Number of adults transported	_____

Driver's Signature _____ Date _____

Director of Transportation Signature _____ Date _____

CENTRAL OFFICE ONLY

Amount Paid Driver \$ _____ Date _____

RELATED PROCEDURES:

09.36 AP.211

Review/Revised: 6/21/10



New York City Essentials

March 31- April 2, 2017

Included:

Round-trip transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time tour director, overnight security chaperone. All-inclusive insurance available.

www.Explorica.com/Perry-2017



Explore Times Square!



Ferry to the Statue of Liberty!



Visit Chinatown!

TOUR ITINERARY:

Day 1 Hello New York

- › Meet your Tour Director
- › Lunch
- › Midtown Walking Tour: *Rockefeller Center, St. Patrick's Cathedral, F.A.O. Schwarz, Trump Tower, Times Square, Grand Central Station*
- › Dinner
- › Empire State Building & Observatory visit

Day 2 Downtown New York

- › Breakfast
- › Ferry boat to the Statue of Liberty, Ellis Island (with audio tour) and the 9/11 Memorial
- › Lunch
- › Lower Manhattan Walking Tour: *Trinity Church, Wall Street, South Street Seaport*
- › Neighborhood Guided Sightseeing: *Chinatown, Little Italy, Greenwich Village, SoHo*
- › Dinner
- › Broadway Show

Day 3 Uptown New York

- › Breakfast
- › Metropolitan Museum of Art visit
- › Fifth & Madison Avenues
- › Lunch
- › Travel home



New York City Essentials

March 31- April 2, 2017

to sign up go to:

www.Explorica.com/Perry-2017



“The World is a book, and those who do not travel read only a page.”

-Saint Augustine

INCLUDED

Round-trip transportation, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time tour director.

INVESTMENT

Travelers under 23 years \$693.00

Travelers 23 and above \$808.00

RESERVE YOUR SPOT!

1. Go to www.explorica.com/Perry-2017 and click “Sign up now”
2. Fill out the application info and Emergency Contact info on the CONTACT page. Click Next.
3. Select your choice for the optional Travel Protection Plan on the INSURANCE page. Click Next.
4. Review the optional excursions, rooming & travel plans on the CUSTOMIZATION page. Simply select any of the options you wish to have. Click Next.
5. Choose a payment plan and method that is most convenient for you on the PAYMENT page. Enter voucher code, if applicable, and click Redeem. Click Next.
6. Review all of your info and tick the boxes to confirm all of the legal info on the CONFIRMATION page. Click “submit application” to complete enrollment

TRAVEL PROTECTION (optional)

Travel Protection Plan: \$12/day

~Covers most on-four emergencies*

Travel Protection Plan Plus: \$18/day

~Same as above and includes a “Cancel for any Reason” benefit*

*Please go to www.explorica.com for full details regarding the travel protection plans coverage.

FLEXIBLE PAYMENT PLANS

Monthly Automated Plan:

1. \$99 Deposit (and optional travel protection) paid upon registration
2. Billed automatically to your credit card or checking account
3. Balance divided into equal monthly payments until 35 days prior to departure

Full Payment Plan:

Pay in full at time of enrollment.

3-Step Manual Plan (not automatic):

1. \$99 Deposit (and optional travel protection) paid upon registration
2. 30 days after registration, 2nd payment of \$300 is due
3. Remainder balance due 95 days prior to departure. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.