

Request to Place an Item on the AgendaName: LISA PetrieAddress: TECHSTelephone number: 270 498-0452

Name of school children attend, if applicable: _____

Group represented: District - GTCheck if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Description of Issue: TRIP OUT OF State - June, 2018Chicago, IL - Windy City TourJUNIOR TOURSJune 3, 2018 - June 5, 2018Specific Action Requested: See field trip request formCheck if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06



8/28/17

Todd County Middle School
3 Day Chicago "Windy City" Tour

Sunday, June 3, 2018

- 5:00 AM Departure from your school
- 1:00 PM Arrive in Chicago - Join Tour Escort
City Highlights tour to include Lake Shore Drive, The Loop, Buckingham Fountain, Soldier Field, Michael Jordan Statue at United Center, Millennium Park...
- 3:00 PM Admission to Museum of Science and Industry
- 6:00 PM Dinner
- 7:30 PM Admission to Willis Tower Skydeck (formerly Sears Tower)
- 9:30 PM Check into hotel

Monday, June 4, 2018

- 8:00 AM Breakfast at the hotel
- 10:00AM Visit Lincoln Park Zoo
- 12:00PM Free time for shopping on Magnificent Mile with time for lunch at group's expense
- 3:00 PM Admission to Shedd Aquarium
- 6:00 PM Dinner
- 8:00 PM See Broadway Show (subject to availability)

Tuesday, June 5, 2018

- 8:00 AM Breakfast at the hotel and check out
- 10:00AM Tour Wrigley Field
- 12:00PM Visit Navy Pier / Lunch at group's expense
- 2:00 PM Visit Art Institute of Chicago
- 4:00 PM Departure for home
- 11:45PM Arrival at your school

This itinerary is a sample and could be altered to accommodate any special interests of your group.

School Related Student Trip Request Form

Section 1 (To be completed by requesting organization – Please fill out a separate form for each bus.)

Date of Request 8-28-17 Date of Event June, 2018

Organization GT - 21st Century School All District

Type of Trip (Circle One)

In-County Instructional In-County Athletic Other: (Explain in detail

Out-of-County Instructional Out-of-County Athletic

☒ Out-of-State Instructional Out-of-State Athletic

Destination (event and/or place) Chicago, IL

Planned Stops to and from Stops for restroom/ gas as deemed nec. by bus company

Number of passengers 50 Date and Time of Departure TBA

Departing location TCMS Date and Time of Return TBA

Returning location TCMS Chaperones Lisa Petrie/ Marla Gillespie

Please explain how this trip correlates with the unit of study art, history, science, etc.

Special Requests (Driver, Type Bus, Handicap Access, etc.) We will be taking charter buses as hired through Junior Tours.

Trip Requested By: Lisa Petrie

Driver Assigned _____ Bus # Charter

Organization Responsible for Payment Individuals through Junior Tours

Approval of Site Based Council Representative [Signature]

District Use Only

Section 2

Approval of District Representative _____ Date _____

Driver – Turn in this Information with Timesheets

Section 3

Date/Time Departure _____ Odometer Start _____

Date/Time Return _____ Odometer Ending _____

Mileage Cost – total miles X \$1.15 per mile = _____

Driver Payment – total hours X \$10.50 per hour (Minimum two hours) = _____

Total Invoiced Amount _____ Invoiced to _____

Invoice Date _____ Payment Amount received _____ Payment Date _____

I hereby certify that the above information is correct to the best of my knowledge and I do not wish to accept payment for this trip.

Driver Signature _____ Date _____

Driver Comments _____