

MEMORANDUM FOR THE BOARD OF EDUCATION
Long Distance/Overnight Field Trip Requests
School Year 2016-17

* FOR BUILDING USE - SUBMIT 1 FORM PER BUILDING
 PLEASE LIST ALL TRIPS HERE AND ATTACH A FIELD TRIP FORM AND ITINERARY FOR EACH TRIP LISTED
School: Kenmore East High School

| DATES | TEACHER | DESTINATION (FULL ITINERARY MUST BE ATTACHED) | PURPOSE OF TRIP | COST PER STUDENT | FUNDING SOURCES | GRADES AND NUMBER OF STUDENTS | # OF CHAPERONS | INST DAYS MISSED | # OF SUBS | APPROVE | DISAPPROVE |
|-----------------|-----------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------|--------------------------------|----------------|------------------|-----------|---------|------------|
| 10/7/16 | Sowyrda Uldrich | RIT | To see computer networking and IT science programs and technology at RIT | 0 | Perkins | grades 10-12 about 25 students | 2 | 1 | 2 | | |
| 10/21-23 / 2016 | Sowyrda Kresge | Allegheny National Forest or Letchworth St. Park | To learn about the wilderness, ecosystems, practice outdoor lifestyle skills, and enjoy spending time in nature, to gain an understanding and appreciation of our natural environment. | \$35 | students and parents | grades 9-12 about 15 students | 3 | 0 | 0 | | |

Principal's Signature: _____

Date: 6/13/16

Asst Superintendent for Instruction & Student Services: _____

Date: 8/4/16

Board of Education Signature: _____

Date: _____

**Kenmore-Town of Tonawanda Union Free School District
Request for Approval of Long Distance, Out of Country or Overnight Educational Field Trip**

(Must be submitted 8 WEEKS in advance)

Charge to Account No. _____

Teacher Requesting: Alex Sowyrda

School KEHS

Date(s) of Trip Oct. 7th 2016

Grade, Class Cisco 1 and 2 and CSE class

Site of Trip: RIT

CHAPERONE INFORMATION

Of Students: approx. 20

of Chaperones 3

Names of Chaperones

Substitute Needed (List time if not full day)

Alex Sowyrda _____

*Yes _____ No

Bob Uldrich _____

*Yes _____ No

*Yes _____ No

***If a substitute is needed, the Building Secretary will process the substitute requests after approval of the field trip.**

TRAVEL ARRANGEMENTS

Ken-Ton Buses Needed 1

Depart From KEHS porch at 8:00am

Pick up From RIT at 1:00pm

Arrive Back At School At 2:30pm

Special Needs _____

Other Travel Arrangements – explain fully on itinerary

Incomplete requests will be returned.

Approved



Principal

6/13/16
Date

Approved

Disapproved

(Reason) _____


Assistant Superintendent for Instruction & Student Services

8/4/16
Date

Long distance, out of country or overnight trip requests must be accompanied with an itinerary including what the students are going to know or do when they return from this field trip that they did not know or do before. Also include lodging arrangements, meal arrangements, and ratio of students to chaperones, insurance, safety precautions, instructional provisions made for any student not participating in the trip and travel provisions.

Cisco Computer Networking RIT Visitation

Chaperones: Alex Sowyrda, Bob Uldrich

What students are participating: - Cisco 1 and 2 classes (10-12 grade mixed)

Where: RIT, Rochester NY

When: Oct. 7th, 2016

How: District Bus

Why: To see computer networking and IT science programs and technology at RIT.

Activities/sequences of events:

- Depart from KEHS 8:00 am.
- Arrive at RIT around 10:30.
- Take tour of labs, explore technologies.
- Eat lunch at RIT
- Leave RIT at 1:15 pm.
- Arrive back at KEHS approximately 2:45 pm.

Chaperone to student ratio: at least 1 chaperone to every 10 students. (Usually more, based on parent and volunteer faculty attendance.)

**Kenmore-Town of Tonawanda Union Free School District
Request for Approval of Long Distance, Out of Country or Over Night Educational Field Trip**

(Must be submitted 8 WEEKS in advance)

Charge to Account No. _____

Teacher Requesting: Alex Sowyrda

School KEHS

Date(s) of Trip Oct 21-23, 2016

Grade, Class 9-12

Site of Trip: Allegheny Nat. Forest, PA

CHAPERONE INFORMATION

Of Students: 12

of Chaperones: 3

Names of Chaperones

Substitute Needed (List time if not full day)

Alex Sowyrda

*Yes No No

Courtney Huckle (Mr. Sowyrda's wife)

*Yes No No

Matt Kresge

*Yes No No

***If a substitute is needed, the Building Secretary will process the substitute requests after approval of the field trip.**

TRAVEL ARRANGEMENTS

Ken-Ton Buses Needed 0

Depart From KE parking lot at 5pm on 10/21

Pick up From _____ at _____


Arrive Back At School At 4 pm on 10/23

Special Needs _____

Other Travel Arrangements – explain fully on itinerary

Incomplete requests will be returned.

Approved


Principal

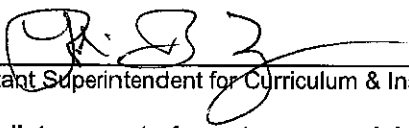
6/13/16
Date

Approved



Disapproved

(Reason) _____


Assistant Superintendent for Curriculum & Instruction

8/4/16
Date

Long distance, out of country or overnight trip requests must be accompanied with an itinerary including what the students are going to know or do when they return from this field trip that they did not know or do before. Also include lodging arrangements, meal arrangements, and ratio of students to chaperones, insurance, safety precautions, instructional provisions made for any student not participating in the trip and travel provisions.

Wilderness Club Backpacking Trip Itinerary

Chaperones: Alex Sowyrda, Courtney Huckle, Matt Kresge

What students are participating: - KEHS wilderness club members (grades 9-12)

Where: Allegheny Nation Forest, PA

When: October 21-23, 2016

How: Parent drivers

Why: To learn about the wilderness, ecosystems, practice outdoor lifestyle skills, and enjoy spending time in nature, to gain an understanding and appreciation of our natural environment.

Activities/sequences of events:

- Depart from KEHS parking lot around 5:00 pm Friday 10/21
- Arrive in Allegheny nation forest by 7:00pm – set up camp for the night, cook dinner in the woods.
- Sat. AM – pack up camp after breakfast and backpack to next camping location.
- Sat. PM – set u camp for the night, explore the natural surroundings, cook dinner in the woods.
- Sun. AM – Pack up camp after breakfast, backpack back to cars, eat lunch at cars, and drive home.
- Arrive back at KEHS approximately 4:00 pm.

Chaperone to student ratio: at least 1 chaperone to every 5 students. (Usually more, based on parent and volunteer faculty attendance.)

See attached liability waiver form used by wilderness club.