



Mary Jane Vanderbosch <mvanderbosch@ktufsd.org>

Fwd: Potsdam Trip

1 message

Leah Canestaro <lcanestaro@ktufsd.org>
To: Mary Jane Vanderbosch <mvanderbosch@ktufsd.org>

Wed, Nov 30, 2016 at 1:20 PM

Hi Mary Jane,

Please see the statement from Brett Banker regarding the Potsdam trip. I have also attached the form with Brett's signature. Thank you for your help with this and I apologize for the inconvenience.

Leah Canestaro
Athletic Department

Kenmore-Town of Tonawanda School District
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----- Forwarded message -----
From: **Brett Banker** <bbanker@ktufsd.org>
Date: Wed, Nov 30, 2016 at 12:49 PM
Subject: Potsdam Trip
To: Leah Canestaro <lcanestaro@ktufsd.org>

Kenmore East's boys ice hockey coach, Kyle Pray submitted a district approval form for his team's trip to Potsdam, NY. He followed the practices set forth. The form requires that the principal of that building also sign, followed by the Director of Athletics. Kenmore East records indicate that Mr. Heyden signed the form and forwarded to the district athletic office on September 30.

Assuming that the form made it over to our new location at Kenmore West (our office was relocated in mid-August), I can only conclude that the form was misplaced. This may have occurred due to not only the fact that we were still working out of boxes at that point, but also that my administrative assistant was out on surgery the month of September.

I appreciate the Board's willingness to offer support and approval via email. If you have any other questions please feel free to contact me.

 **Kyle Pray.pdf**
138K



KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, RECREATION AND ATHLETICS

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BRETT A. BANKER

HEATHER RATKA

LEAH CANESTARO

Supervisor

Curriculum Learning Specialist
Health & Physical Education

Secretary

INTERSCHOLASTIC TRAVEL FORM

To be used for trips which are not part of the regular season or require overnight accommodation every effort will be made to submit the form three board meetings prior to departure.

HIGH SCHOOL: KENMORE EAST SPORT: Varsity ICE HOCKEY

DATE SUBMITTED: SEPTEMBER 30th, 2016 DESTINATION: POTSDAM, NY
LAKE PLACID, NY

DATE OF TRIP: December 2nd-4th
2016 # OF STUDENTS: 21

PURPOSE OF TRIP:

THE KENMORE EAST HOCKEY TEAM WILL BE PLAYING IN THE POTSDAM TOURNAMENT ON 12/2 AND 12/3 AND WILL THEN PLAY BEEKMANTOWN ON 12/4. THIS IS OUR ANNUAL TRIP UP TO THE NORTH COUNTRY.

List of those individuals agreeing to serve as formal chaperones.

If chaperones are district employees note 'position', location and if they require a sub.

KYLE PRAY (HEAD COACH) - TEACHER HOOVER MIDDLE

SUBSTITUTE REQUIRED ON DECEMBER 2nd, 2016

MIKE KLUGE (ASSISTANT COACH) - TEACHER HOOVER MIDDLE

SUBSTITUTE REQUIRED ON DECEMBER 2nd, 2016.

Travel Arrangements

Describe in detail the mode of transportation. If chaperones, coaches, parents or other volunteers serve as drivers, please attaché names, ages, and copies of their driver's license along with personal proof of insurance. When securing rental vans or cars drivers **MUST** purchase the additional insurance coverage.

Lodging Arrangements

List phone numbers and room assignments. Please use separate sheet if necessary.

Funding

Funding Sources	Estimates on amount raised
Athletes out of pocket contribution	\$ 250
Contribution from Booster Club	\$ 0
Contribution from athlete's fundraising	\$ 50
Contribution from district funds	\$ 0
District budget code	Acct. #
All fundraising activity must be approved by the BOE	

Does each athlete have the opportunity to fundraise a percentage of their contribution? yes

Rules and Guidelines

- a. Student attendance at camps, preseason spring trips etc. is voluntary
- b. Attendance on the trip cannot be a criteria for team selection
- c. All athletes must be given the opportunity to raise fund for trip expenses
- d. A complete itinerary must accompany the request including a cover letter to parents, team rules while on the trip and how discipline will be handled, rooming lists and a complete list of phone numbers
- e. Copies of parent consent cards must be taken on the trip.

Required Signatures

Head Coach: <i>Kyle Pray Kyle Pray</i>	Form Submitted on: <i>9/30/16</i>
Building Principal: <i>Patrick Hayden</i>	Form signed and forwarded on: <i>9/30/16</i>
District Athletic Director: <i>Bruce Bauer</i>	Form signed and forwarded to BOE on: <i>11/30/16</i>
Board of Education President:	Approved on:

Itinerary for Kenmore East Hockey Trip

2nd-4th, 2016

Friday, December 2nd, 2016

9:00 AM - Depart Brighton Arena for Potsdam, New York

11:30 AM - Lunch in Syracuse, New York area

2:30 PM – Arrive in Potsdam, New York. Check into hotel.

4:00 PM - Team dinner at a local restaurant

6:00 PM – Report to Rink in Potsdam

8:00 PM - Game vs Potsdam High School

10:30 PM - Light snack and back to hotel

11:30 PM – Curfew and all players in rooms

Saturday, December 3rd, 2016

9:00 AM – Complimentary Breakfast at hotel

10:45 AM – Check out and head to arena

1:00 PM - Game vs Canton High School

3:30 PM – Depart Potsdam for Lake Placid

5:00 PM – Arrive in Lake Placid and eat dinner. Tour sites in the town. Check into hotel.

11:00 PM – Curfew and all players in rooms.

Sunday, December 4th, 2016

9:00 AM- Breakfast at Hotel

10:00 AM – Depart Lake Placid for Plattsburgh, New York

12:00 Noon – Game vs Beekmantown High School at Plattsburgh State University

2:30 PM – Depart Plattsburgh and head back to Tonawanda. Dinner stop on the way home.

10:00 PM – Arrive back at Brighton Arena

Bus Transportation - Grand Tours (Contact – Cyndi Farina) 625-9211

**Hotels: Hampton Inn
169 Market Street
Potsdam, New York
315-265-0100**

**Lake Placid Summit Hotel
2375 Saranac Avenue
Lake placid, New York
1-800-790-8452**

Coaches: Coach Pray- 909-2203

Coach Kluge- 949-3369

Team List and Contact Numbers will be sent when team is picked in November.