

Kenmore-Town of Tonawanda UFSD

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: Hoover Middle School

DATES	TEACHER	DESTINATION (FULL ITINERARY MUST BE ATTACHED)	PURPOSE OF TRIP	COST PER STUDENT	FUNDING SOURCES	GRADES/ # OF STUDENTS	# OF CHAPERONES	INST DAYS MISSED	# OF SUBS	APPROVE	DISAPPROVE
5/25- 5/26	Kristen Coley	Cradle Beach <i>Angola, NY</i>	Gain knowledge of outdoors and build teamwork/life skills	\$55	Team 9	6-8 15 students	5	2	0		
May 2017	Pray/ Strauss	Medieval Times Toronto	Enrichment experience on Middle Ages Unit	Approx. \$55	Self funded Delta Sonic Niagara Candy	6 th gr. 250	10-15	1	0		

Principal's Signature: *Cole*

Date: 5/17/16

Asst Supt, Instr & Student Svcs Signature: *[Signature]*

Date: 8/14/16

Board of Education Signature: _____

Date: _____

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. Team 9

Teacher Requesting: Kristen Coley

School HMS

Date(s) of Trip 5/25, 5/26/2017

Grade, Class 6-8 15:1 multi-age

Site of Trip Cradle Beach

CHAPERONE INFORMATION

(NOTE: SUBSTITUTES WILL NOT BE PROVIDED FOR TEACHERS ATTENDING LOCAL FIELD TRIPS.)

Of Students: 15

of Chaperones 4

Names of Chaperones

Substitute Needed (List time if not full day)

Kristen Coley

*Yes _____ No

Paul Downey

*Yes _____ No

Carole Niesser

*Yes _____ No

Mary Skorupski

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

TRAVEL ARRANGEMENTS

Ken-Ton Buses needed 1

Depart From HMS

At 8:30

Pick up From Cradle Beach

At 1:30

Arrive Back At School At 2:30

Special Needs _____

Other Travel Arrangements – explain fully on itinerary

Incomplete requests will be returned.

Approved

[Signature]

5/10/17

Principal

Date

Approved

Disapproved

(Reason) _____

[Signature]
Assistant Superintendent, 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.

Kenmore-Town of Tonawanda UFSD
Educational Field Trip - Cost Estimate Sheet 2007-2008

Supervising Teacher Kristen Coley Date of Trip _____

Round Trip Mileage 102 X \$1.75 X 1 # of Buses = 108.50

Ken-Ton Driver's Cost
(Drivers receive 20 minutes before & after trip added to trip hours)

No. of Hours 4 hrs X \$25.00 X 1 = 100.00

total time before trip and post trip for payroll computes out to .66 X \$25.00 = \$16.50

Out of District Trips OVER 5 Hours

Driver Meal Rate \$6.00 X No. of Drivers _____ = _____

TOLLS (EST.) _____

PARKING (EST) _____

2 hrs. day 1 to Cradle Beach TOTAL 225.00

2 hrs. day 2 pick up from Cradle Beach

NOTE: If using an outside transportation company, when booking, inform carrier that the drivers must have school-grade licenses. At least 2 weeks before the trip - Transportation Department must receive a copy of assigned drivers abstracts to be sure they are ok to drive for your trip. **ALSO, IF YOU CONTRACT TRANSPORTATION OTHER THAN USING A KENTON BUS, YOU DO NOT NEED TO PUT TRIP INTO EASY TRIP. YOU CAN SEND A COPY OF THE PAPER REQUESTS TO US FOR OUR RECORDS.**

Cradle Beach Itinerary for May 25 – May 26, 2017
 Kristen Coley's Class – 15:1 – multi-age grades 6-8 HMS

May 25, 2017

Time	Activity
8:30am	Depart Hoover Middle School
9:30	Arrive at Cradle Beach/Check in and get settled into our cabins
10:30	Tour the camp site, free choice: tree house, sports activities, hike, beach walk
12:00pm	Lunch
1:00	Kickball Game
2:00	Nature Hike – discuss animals/plants
3:30	Walk to beach and clean up any garbage/litter (team building/community work)
5:00	Dinner
6:00	Relay races/team building exercises
7:00	Campfire snacks and stories (learn safe way to build a fire)
8:30	Get ready for bed
9:00pm	Lights out

May 26, 2107

8:30	Wake up – get dressed/brush teeth
9:00	Breakfast
9:30	Team building rope course
10:30	Student Choice – 4 choices and break up into 4 groups: tree house, beach, hike, sports
11:30	Lunch
12:30	Clean and pack up cabin
1:30	Leave Cradle Beach
2:30	Arrive back at Hoover Middle School

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. Hoover Middle - Grade 6 Teacher Requesting: Strauss / Pray
 School Hoover Middle Date(s) of Trip May 2017
 Grade, Class 6th Grade Site of Trip Medieval Times
Toronto, Ontario

CHAPERONE INFORMATION

(NOTE: SUBSTITUTES WILL NOT BE PROVIDED FOR TEACHERS ATTENDING LOCAL FIELD TRIPS.)

Of Students: Approx 250 # of Chaperones 10-15

Names of Chaperones

Hoover Middle
Grade 6 Teachers

Substitute Needed (List time if not full day)

*Yes _____ No
 *Yes _____ No
 *Yes _____ No

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

TRAVEL ARRANGEMENTS

Ken-Ton Buses needed None * Private Busses
 Depart From Hoover Middle At 8:30
 Pick up From Medieval Times At 1:30
 Arrive Back At School At 3:30

Special Needs _____

Other Travel Arrangements - explain fully on itinerary

Incomplete requests will be returned.

Approved _____
 Principal Date

Approved Disapproved (Reason) _____

[Signature] Assistant Superintendent, Curriculum & Instruction [Signature] 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.

Kenmore-Town of Tonawanda UFSD
Educational Field Trip - Cost Estimate Sheet 2007-2008

Supervising Teacher _____ Date of Trip _____

Round Trip Mileage _____ X \$1.75 X _____ # of Buses = _____

Ken-Ton Driver's Cost
(Drivers receive 20 minutes before & after trip added to trip hours)

No. of Hours _____ X \$25.00 X _____ = _____
total time before trip and post trip 0.66 X \$25.00 = \$16.50
for payroll computes out to .66hrs

Out of District Trips OVER 5 Hours

Driver Meal Rate \$5.00 X No. of Drivers _____ = _____

TOLLS (EST.) _____

PARKING (EST) _____

TOTAL _____

NOTE: If using an outside transportation company, when booking, inform carrier that the drivers must have school-grade licenses. At least 2 weeks before the trip - Transportation Department must receive a copy of assigned drivers abstracts to be sure they are ok to drive for your trip. **ALSO, IF YOU CONTRACT TRANSPORTATION OTHER THAN USING A KENTON BUS, YOU DO NOT NEED TO PUT TRIP INTO EASY TRIP. YOU CAN SEND A COPY OF THE PAPER REQUESTS TO US FOR OUR RECORDS.**

Itinerary For Medieval Times

Hoover Middle School

May ? , 2017

8:15 AM	Leave from Hoover Middle School
10:30 AM	Arrive in Toronto at Medieval Times
11:00 AM – 1:00 PM	The show. Educational program, tournament and lunch served.
1:00 PM	Depart from Toronto to home.
3:30 PM	Arrive back at Hoover Middle
<u>Transportation-</u>	Grand Tours/Ridge Road Express

Students will bring in copies of their birth certificate and permission slips will be signed to cross the border.