

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

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BRETT A. BANKER  
Supervisor

HEATHER RATKA  
Curriculum Learning Specialist  
Health & Physical Education

LEAH CANESTARO  
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 and West SPORT: Girls Ice Hockey

DATE SUBMITTED: 11/1/17 DESTINATION: Oswego, NY

DATE OF TRIP: Feb 9 and 10<sup>th</sup> 2018 # OF STUDENTS: 22

**PURPOSE OF TRIP:**

For the state championship.

List of those individuals agreeing to serve as formal chaperones.  
If chaperones are district employees note 'position', location and if they require a sub.

Jeff Orłowski – Kenmore East needs sub

Matt Miller – Franklin Middle needs sub

**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.

Bus will be secured when we win sectional title.

**Lodging Arrangements**

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

We will book hotel when we win the sectional title

**Funding**

Funding Sources	Estimates on amount raised
Athletes out of pocket contribution	\$0
Contribution from Booster Club	\$0
Contribution from athlete's fundraising	\$0
Contribution from district funds	\$ 6,000
District budget code	Acct. # athletics
All fundraising activity must be approved by the BOE	

Does each athlete have the opportunity to fundraise a percentage of their contribution?           No          

**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: Jeff Orlowski	Form Submitted on: 11/1/17
Building Principal: <i>[Signature]</i> 11/7/17	Form signed and forwarded on:
District Athletic Director: <i>[Signature]</i> 11/3/17	Form signed and forwarded to BOE on: 11/28/17
Board of Education President:	Approved on:



Andra Fik <afik@ktufsd.org>

**Fwd: Girls Ice Hockey travel form**

1 message

**Ann Kroll** <akroll@ktufsd.org>  
To: Andra Fik <afik@ktufsd.org>

Thu, Nov 2, 2017 at 12:41 PM

----- Forwarded message -----

From: "Jeffrey Orlowski" <jorlowski@ktufsd.org>

Date: Nov 2, 2017 9:07 AM

Subject: Girls Ice Hockey travel form

To: "Debbie Cahill" <dcahill@ktufsd.org>, "Patrick Veltri" <pveltri@ktufsd.org>, "Patrick Heyden" <pheyden@ktufsd.org>, "Brett Banker" <bbanker@ktufsd.org>, "Dean Johnson" <djohnson2@ktufsd.org>, "Leah Canestaro" <lcane@ktufsd.org>, "Ann Kroll" <akroll@ktufsd.org>

Cc:

I completed the Girls Ice Hockey travel form for the state championship in Oswego. I am not sure if we will make it yet but the district requires 3 months notice on trips. It would be awful if we won and they wouldnt let it go. I am not booking hotels or busses until we win the sectional title. Let me know if you need me to fill out anything else.  
Thanks

**Jeff Orlowski**

*Kenmore East Math Teacher*

*Girls Varsity Ice Hockey Head Coach*

*JV Baseball Head Coach*

**Kenmore-Town of Tonawanda School District**

Kenmore East High School

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 **Interscholastic Travel Form.docx**  
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