



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



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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: _____

SPORT: _____

DATE SUBMITTED: _____

DESTINATION: _____

DATE OF TRIP: _____

OF STUDENTS: _____

PURPOSE OF TRIP:

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

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	\$
Contribution from Booster Club	\$
Contribution from athlete’s fundraising	\$
Contribution from district funds	\$
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? _____

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:	Form Submitted on:
Building Principal:	Form signed and forwarded on:
District Athletic Director:	Form signed and forwarded to BOE on:
Board of Education President:	Approved on: