

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Multipurpose Choir Dept. Trip - NYC  
 Proposed Departure Date March 21, 2018 Return Date March 25, 2018  
 Proposer Joel Frisel Position Choir Director  
 Date by which response is needed N/A Proposal Date 4/24/17

A. Purpose

1. What is the major place to be visited or event to be attended?

2. How is the trip related to the educational program of the District?

The trip is related to the educational program of the district because it will enrich student learning through public performance, professional workshops, and career exploration in the diversity of jobs in music they will be exposed to.

3. In what ways will the students benefit?

The students will benefit because they will be exposed to a large number of experiences that are not available in this area. This includes performing in a public space in a major US city, exploring a number of iconic landmarks, and experiencing professional live theatre.

4. In what ways will the District benefit?

The district will benefit because the purpose of this trip is for choral program retention/recruitment, which has the potential to boost the arts experience at Celina City Schools and compete with programs such as CC+.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

The trip will be evaluated through analyzing continuing program numbers and an ongoing journal in which the students will be asked to evaluate and reflect on each of the events of the trip.

**B. Students and Staff**

1. Which students, (grade, class, or organization), will be going?

Students from Concert Choir, Women's Select Choir and Chamber Choir will attend the trip.

2. How many students in total?

Approximately 50-54.

3. How many students are currently experiencing academic problems?

Of those attending, roughly 10%.

4. Which staff member will be in charge?

Joel Trisel

5. What previous experience has the staff member had in conducting overnight or extended field trips?

Washington DC Trip 2016 and 2017 / Ohio Ambassadors of Music European Tour 2013 / Washington DC Trip 2013 (Preble Shawnee Local Schools) / New York City Trip 2011 (Otsego Local Schools)

6. What other staff members will be going?

One female staff member or administrator will attend

7. How many chaperones, in addition to staff members, will be going?

Approximately 5-10 chaperones will be attending

8. What are their names and affiliations with the students?

Chaperones will be limited to parents of students on the trip.

9. How many school days will be missed?

Three school days, March 21-23. There are currently no conflicts with testing/other activities.

10. How will teachers be advised in advance that the students will be out of school?

Teachers will be contacted via email prior to the trip.

C. School Work

1. How will missed work be made up?

Students will be required to have assignments completed and submitted to teachers *before* the trip.

2. What special assistance will be provided students with academic problems?

I will make resource teachers aware of the trip ahead of time to ensure that students who are struggling academically will have special assistance.

D. Itinerary

1. What is the destination?

Please see the attached proposed itinerary.

2. What will be the mode of transportation? What liability insurance does the carrier have?

3. Where will the group be housed and fed?

4. What enroute or supplementary activities are planned?

5. What arrangements have been made for dealing with emergency situations?

6. What arrangements have been made for administering necessary medications to students while on this trip?

7. If tour guides are involved, what liability insurance do they carry?

**E. Finances**

**1. What is the estimated total cost and cost per student?**

The estimated cost for each student is \$809.00. This brings the total cost to approximately \$42,000 assuming for 52 participants.

**2. What is the source of funds?**

Students are responsible for the rouse of the funds, excluding fund requested from the Ethan James grant. Fundraising has already begun and more opportunities will be made available for the students to raise funds.

**3. How will the funds be collected and safeguarded?**

The funds will be collected and safeguard by Bob Rogers Travel via online payment.

**4. How will any shortfall be made up or excess funds used?**

Shortfall will be made up from the activity account which is funded through fundraising opportunities, excess funds will be refunded to the students.

**5. What provision has been made for students who are financially unable to pay any necessary costs?**

Fundraising opportunities are and will continue to be available to students with financial issues.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

I will communicate with parents through a set of meetings, via the CHS Choirs Page on the district website and through the CHS Choirs Facebook page and Remind groups, before, during and after the trip.

2. List telephone numbers at destination and where group will be housed.

N/A

3. What information will be provided to the media and the community?

TBD

Signature of the Requestor

Date

Approved:

Principal

Date

Date

Board of Education

Date