

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip FBLA STATE CONFERENCE
 Proposed Departure Date MARCH 14, 2019 Return Date MARCH 15, 2019
 Proposer CAROL BADER + CHRIS SUTTER Position BUSINESS TEACHERS
 Date by which response is needed ASAP Proposal Date JANUARY 11, 2019

A. Purpose

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

FUTURE BUSINESS LEADERS OF AMERICA
 STATE CONFERENCE IN COLUMBUS, OH

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

STUDENTS ARE/WERE ENROLLED IN BUSINESS CLASSES
 AT HIGH SCHOOL. THEY WILL COMPETE AGAINST STUDENTS
 FROM OTHER DISTRICTS IN COMPETITIVE EVENTS.

3. In what ways will the students benefit?

COMPETITION IN BUSINESS KNOWLEDGE + SKILLS
 NETWORKING WITH STUDENTS FROM OTHER SCHOOLS +
 BUSINESS PROFESSIONALS
 BEING PART OF A TEAM IN COMPETITION
 PUBLIC SPEAKING AND GAINING CONFIDENCE

4. In what ways will the District benefit?

SEE HOW OUR STUDENTS' KNOWLEDGE AND SKILLS
 COMPARE TO STUDENTS FROM OTHER DISTRICTS

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

NETWORKING BETWEEN STUDENTS AND BUSINESS
 PROFESSIONALS, INFORMATION AND EXPERIENCES
 GAINED BY STUDENTS ATTENDING WORKSHOPS AT
 CONFERENCE, STUDENT FEEDBACK CONCERNING EXPERIENCE

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
8 ^{FBLA} STUDENTS GRADES 10-12
2. How many students in total?
8
3. How many students are currently experiencing academic problems?
0
4. Which staff member will be in charge?
CAROL BADER CHRIS SUTTER
5. What previous experience has the staff member had in conducting overnight or extended field trips?
PREVIOUS FIELD TRIPS WITH FBLA + PBA
6. What other staff members will be going?
NONE
7. How many chaperones, in addition to staff members, will be going?
NONE
8. What are their names and affiliations with the students?
N/A
9. How many school days will be missed?
2
10. How will teachers be advised in advance that the students will be out of school?
STAFF EMAILS WILL BE USED TO INFORM
TEACHERS OF DATES AND LIST OF STUDENTS
WHO WILL BE GOING.

C. School Work

1. How will missed work be made up?

STUDENTS WILL BE ENCOURAGED TO CHECK WITH
TEACHERS CONCERNING ASSIGNMENTS PRIOR TO DEPARTURE

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

N/A

D. Itinerary

1. What is the destination?

COLUMBUS

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

SCHOOL VANS

3. Where will the group be housed and fed?

SPRINGHILL SUITES, COLUMBUS
BREAKFASTS @ HOTEL
LUNCHEES @ CONFERENCE

SUPPERS @ RESTAURANTS

4. What enroute or supplementary activities are planned?

SUPPER THURSDAY IN COLUMBUS
SUPPER FRIDAY AT INDIAN LAKE

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

EMERGENCY MEDICAL FORMS WILL BE TAKEN

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

N/A

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

N/A

E. Finances

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

\$2200 ONLY EXPENSE FOR STUDENTS
IS FRIDAY SUPPER, IF WE STOP
=

2. What is the source of funds?

FBLA ACCOUNT

3. How will the funds be collected and safeguarded?

N/A

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

N/A

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

N/A

F. Communications

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

STUDENTS WILL BE TAKING FIELD TRIP PERMISSION FORM HOME TO PARENTS ALONG WITH CODE OF CONDUCT FORM.

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

MARRIOTT SPRING HILL SUITES
(614) 297-9912

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

NEWS RELEASE IN DAILY STANDARD

Carol Baker Christina Sutter
Signature of the Requestor

1/11/19
Date

Approved:
[Signature]
Principal

2/6/19
Date

Date

Board of Education

Date