

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Student Council State Conference
 Proposed Departure Date April 26 - 4:00p Return Date April 28 - 1:00p
 Proposer Kristen Kerns Position Advisor
 Date by which response is needed _____ Proposal Date April 17

A. Purpose

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

Ft. Jennings High School

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

Building leadership, and improving/promoting opportunities of good citizenship

3. In what ways will the students benefit?

Community members, business leaders, administrators and faculty put together a wonderful leadership conference. They put on group workshops and stay with host families.

4. In what ways will the District benefit?

Students will be learning leadership skills which they will carry with them while representing Celina High School.

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

We will have a group discussion when the students return, and go over what they learned and experienced.

B. Students and Staff

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

Student Council

2. How many students in total?

5 students

3. How many students are currently experiencing academic problems?

None

4. Which staff member will be in charge?

Kristen Kerns

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

This is my first overnight field trip

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?

1 full day (Friday, April 27th)

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

I will send out an email to all the staff at Celina High School, and let them know who is missing for the field trip.

C. School Work

1. How will missed work be made up?

The students are responsible for all homework assignments they are missing on Friday, April 27th.

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

I will be available to help with any academics and also the students can help each other out with homework.

D. Itinerary

1. What is the destination?

Ft. Jennings High School

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

I will be driving the students in my personal vehicle (Traverse) \$100,000=Bodily \$100,000=Damage

3. Where will the group be housed and fed?

Each student will be placed in a home with a family to stay and be fed.

4. What enroute or supplementary activities are planned?

There are special presentations, informative small group discussions, and awards.

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

I will have an emergency medical with me for every student attending, which will give me instructions on how to handle medical situations.

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

No medications needed

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

No tour guides needed.

E. Finances

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

Cost per student = \$75 (Registration Fee)

2. What is the source of funds?

Student Council Funds

3. How will the funds be collected and safeguarded?

Student Council sold Krispy Kreme doughnuts as a fundraiser to help pay for Conference.

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

Any shortfall will come from Stuco funds, and any excess will be left in the account.

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

Student Council covers the cost for every student attending.

F. Communications

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

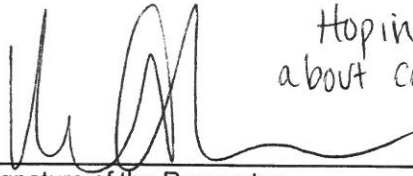
We will contact family members when we arrive and let them know the name of the house they are apart of. We will also send out updates of the day Friday, and touch base with parents before we leave.

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

The phone numbers and housing will be assigned Thursday, April 26th at the conference.

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

Hoping to get a group picture and article written about conference submitted to the Standard.

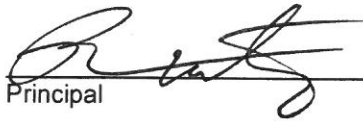


Signature of the Requestor

4-17-18

Date

Approved:



Principal

4/23/18

Date



4/24/18

Date

Board of Education

Date

FIELD TRIP REQUEST FORM

Teacher Kristen Kerns School/Class Student Council

Request Date April 17 Trip Date April 26-28 Destination Ft. Jennings

Number of Students 5 Number of Staff/Chaperones 1

Purpose of Trip Student Council State Conference

Course of Study Leadership

Specific Learning Objectives to be Accomplished:

They will be learning leadership skills, organizational skills, and people skills valuable to all student organizations

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Willingness to achieve and learn, and possess patience and dedication.

Course Objectives Related to the Learning Objectives:

To provide opportunities for training of leaders, practice of good citizenship, and exchange ideas for activities and problems.

Pre-Trip Lessons/Activities to be Done in the Classroom:

The students will put together a scrapbook and a Hall of Ideas Display showcasing Celina High School.

Post Trip Activities/Lessons to Reinforce/Extend Learning:

We will have a group discussion when the students return, and go over what they learned and experienced.

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Field Trip Approval

Trip Approved: Trip Disapproved: Principal: [Signature] Date: 4/23/16

Trip Approved: Trip Disapproved: Superintendent: [Signature] Date: 4/24/16