

Millburn School District 24

FIELD TRIP REQUEST to PRINCIPAL

Today's Date: 3/8/13 Homeroom(s): All 8th grade homerooms

Date of Trip: May 21-22 # of Passengers: 177 + chaperones/teachers Is a wheelchair accessible bus needed? YES ☐ NO ☒

Destination: Springfield, IL

Address, City, State _____

LEAVE TIME: (no earlier than 9:00 a.m.) 5:30 A.M.

RETURN TIME: (no later than 2:30 p.m.) 7:30 p.m.

NOTE to specials teachers: if you will need a sub to cover classes in your absence, enter request into the AESOP system.

Educational Purpose of the Field Trip (tie into objectives):

Students will be visiting various places in and around Springfield that will help them have a better understanding of the political systems of both Illinois and the United States (as noted in their Constitution 14. B.3). Students will also be exposed to various individuals, groups, and media which have helped to shape public policy in both the state of Illinois, as well as the United States. (14. D.3)

\$ Cost to Student: 191.00

If PTO Curriculum Enhancement Money is being requested for this trip, the Request for PTO Funds form needs to be completed and attached to this form.

Teacher(s) submitting request (print) Sammi Harpke

Principal Approval [Signature]

FIELD TRIP TRANSPORTATION COSTS

to be calculated by Transportation Coordinator

Transportation Calculation: \$3.00 per mile per bus to and from location + \$17.34 per hour per driver while bus is parked.

Round Trip Miles _____ X \$ 3.00 per mile = \$ _____

Parking = \$ _____

Wait Time Hours _____ X \$17.34 per hour = \$ _____

Tolls = \$ _____

Total Transportation costs per student \$ _____

Transportation Coordinator has:

•Checked availability of bus(es) and driver(s) •Verified Transportation Charge listed above •Number of buses: _____ •Trans Coord Initials _____

MONEY COLLECTION COUNT SHEET

Date _____

Received from _____

	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
	CHECKS @	\$	EACH	TOTALING	\$
CHECK TOTAL				\$	

	X	\$ 1.00 =	\$		X	1¢ =	\$
	X	\$ 5.00 =	\$		X	5¢ =	\$
	X	\$10.00 =	\$		X	10¢ =	\$
	X	\$20.00 =	\$		X	25¢ =	\$
CURRENCY TOTAL			\$	COIN TOTAL			\$

TEACHER INSTRUCTIONS - Complete PART ONE. Submit to Transportation Coordinator who will complete PART TWO. Trans Coord will return form to you so you know how much to charge students. When calculating cost of trip per student, make sure to include costs for teacher/chaperone tickets. Submit to Principal. Submit PART THREE when all monies have been collected and are ready for deposit. DO NOT CUT FORM APART!

Number of Teacher/Chaperone Tickets _____

Number of Fee Waived Students _____
(District covers this cost)

Check Payable
to _____

In the Amount of
\$ _____

Check Needed By this Date _____

Millburn School District 24

Principal's Initials

FIELD TRIP – PARENT NOTICEToday's Date: 3/13/13 Date of Field Trip: MAY 21-22

Grade: <u>8</u>	Teacher(s): <u>Mrs. McGill, Mrs. Kewal, Mr. Schroeder, Mrs. Hoffman, Mrs. Harpke</u>
Destination, City, State: <u>Springfield, IL</u>	
Educational Purpose of the Field Trip: <u>J</u>	

Students will be visiting various places in and around Springfield that will help them have a better understanding of the political systems of both Illinois and the United States (as noted in their constitutions) (14.B.3) students will also be exposed to the various individuals, groups, and media which have helped to shape public policy in both the state of Illinois as well as the United States (14.D.3)

Leave time: <u>5:30 A.M. on 5-21-13</u>	Return time: <u>7:30 p.m. on 5-22-13</u>	Cost to Student \$ <u>191.00</u>
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Special Instructions:

PARENT/GUARDIAN PERMISSION FOR FIELD TRIP

Please complete and return this slip to school immediately. Parent signature indicates awareness of the planned trip and responsibility for student's share of cost and school-to-home transportation where applicable.

Student's Name _____ Check here if you are available to chaperone this trip [☐]

Parents – you will be notified by the teacher if you have been designated as a chaperone for this trip. Please review "Responsibilities of Field Trip Chaperones" in the online Parent-Student Handbook.

Parent Signature _____ Date _____

Millburn School District 24

Principal's Initials _____

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Grade: <u>8</u>	Teacher(s): <u>Mrs. McGill, Mrs. Kewal, Mrs. Hoffman, Mr. Schroeder, Mrs. Harpke</u>
Destination, City, State: <u>Springfield, IL</u>	
Educational Purpose of the Field Trip: <u>J</u>	

Leave time: <u>5:30 A.M. on 5-21-13</u>	Return time: <u>7:30 p.m. on 5-22-13</u>	Cost to Student \$ _____
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Parent

Signature _____ Date _____