



## Early Field Trip Request Form For Governing Board

This form should be submitted as soon as the field trip is scheduled (at least 2 months before the trip) to the Board Secretary

### District Sponsored Event (Attendance Voluntary)

#### Check all that apply:

- ☒ Overnight  
☒ Out-of-State  
☐ We plan to raise funds and have the fundraising activities approved by ASB.

Approximate Number of Students: 75 By Gender: M 30 F 45 Grade(s) of Students: 9-12<sup>th</sup>

#### Educational Benefit/Purpose of Trip:

We will be performing in the NYC St. Patrick's Day Parade. Other educational activities include workshops at NYU, an exchange with a local high school, outdoor performance in Brooklyn Bridge Park.

#### Destination(s) City/State/ Foreign Country:

New York City, New York

#### Place of Lodging:

Hampton Inn, Times Square North

#### Date(s) of Trip:

March 13<sup>th</sup> - 18<sup>th</sup>, 2023

#### Time of Departure and Return:

Departing @ 5:00am Return @ 9:00pm

#### Name(s) of Staff Member(s) Attending:

Candice Crismond, Jamie Hjeltness, Brianna Kleinschmidt

#### Approximate Number/Gender of Other Adults Attending that are Fingerprinted:

4-5 Male Adults 6-7 Female Adults

#### Transportation (Check all that apply):

- ☐ District Vans  
☒ Hired Vehicle  
☐ Private Passenger Vehicles

Estimated Total Cost of Field Trip: \$ 178,500 Est. Cost per Student (being paid by student): \$ 2,100

Approved By (Principal): [Signature] Date: 4/6/2022

Approved By (Superintendent): \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY EXECUTIVE SECRETARY TO THE GOVERNING BOARD:

Date of Board Meeting: \_\_\_\_\_

Signature of Sec to Board upon Approval: \_\_\_\_\_