

**DAVENPORT SCHOOL DISTRICT #207**

**DSD Policy 2320**

**SPECIAL FIELD TRIP REQUEST FORM**

*Requests should be submitted to, and approved by, the building principal and the superintendent prior to the distribution of the next board meeting information packet. State laws and District policy require that overnight and/or out-of-state Special Field Trips be approved by the board of directors prior to departure.*

<p><b>CHECK ALL THAT APPLY</b></p> <p><input checked="" type="checkbox"/> Overnight</p> <p><input type="checkbox"/> WIAA – sanctioned overnight event</p> <p><input checked="" type="checkbox"/> Out-of-State</p>	<p><b>COMPLETE ALL</b></p> <p>Date Submitted <u>4/18/19</u></p> <p># of school days affected <u>4</u> (include partial days)</p> <p># of substitutes required: full day _____ ½ day _____</p>
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<b>TRIP INFORMATION</b>	
Requesting staff member <u>Sarah Raugust</u> Class, Group or Team <u>6th Grade</u>	Title (circle one: instructor, advisor, coach, AD) Other <u>Advisor/teacher</u> # of students participating <u>30</u> Grade Levels <u>24-6th 6-hs</u>
Destination <u>Cispus Learning Center/Portland,OR</u> Departure Date <u>5/27/19</u> Time <u>9:30am</u>	Miles Roundtrip <u>800</u> Return Date <u>5/31/19</u> Estimated Time <u>4:00pm</u>
Education Objectives or related instructional activity of the trip <u>Students will experience numerous classes, outdoor education</u>	
Chaperones # of adults (over 21): Teachers: <u>2</u> Other Staff Members <u>1</u> Parents <u>6</u> Other <u>2</u> Chaperone-to-student ratios must NOT be less than specified in the DSD procedure 2320P.	
Transportation Request: School Bus (#) <u>2</u> SUV or Van <u>suv</u> Equipment trailer: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Other (specify) _____	
Accommodations: Name of Hotel/Facility: <u>Cispus Learning Center</u> Phone # _____	
Attachments: The following information must be attached to this application or detailed on the back of this form: 1) Detailed itinerary including meal plans, schedules, curfew times. 2) Names of Chaperones	

FINANCIAL PLAN					
Expenses		1) District	2) ASB	3) Donation/Student Contribution	Totals of 1,2,3 =
Registration					
Housing		100	2000		
Meals			1500		1)600
Substitutes					2)5500
Transportation		500			3)
Other			2000		
<b>TOTAL:</b>	0	Total: 600	Total: 5500	Total: 0	<b>TOTAL: 6100</b>
<b>TOTAL EXPENSES should equal TOTAL of 1,2,3</b>					
Name of ASB Account <u>Cispus</u> Total \$\$ in ASB Account <u>10000</u>					

I have read and agreed to abide by policy 2320 and procedure 2320P. I have confirmed that all chaperones have been briefed per the DSD Policy 2320 Procedure and have signed the District's Chaperone Agreement.

Signature of Staff Member Requesting Trip \_\_\_\_\_ Date 4/18/19

**Office Use:** Cost/Mile is \$ \_\_\_\_\_ for each bus \$ \_\_\_\_\_ for SUV or Van \$ \_\_\_\_\_ for the equipment trailer  
 Budget Code(s) \_\_\_\_\_

**I have reviewed the trip plan and recommend its approval by the Board of Directors**

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_ Schedule for Board meeting date \_\_\_\_\_

Board approved (chairman's signature) \_\_\_\_\_ Date \_\_\_\_\_



DATE	TIME	DETAILED TRIP ITINERARY
See Attached		

<b>LIST OF CHAPERONES:</b>

<b>OTHER INFORMATION:</b>
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## **CISPUS Itinerary**

Load buses in front of the grade school at 9:30 am Monday morning May 27th. The bus drivers will be Mike Strite and Brad Sweet. Lindsey Kruger will be our medical person. All medication shall be turned over to Cindy Hansen/Courtney Strozyk before we leave. Adult chaperones also coming along on this trip as instructors and/or supervisors will be Sarah Raugust, Courtney Strozyk, Jeff Gunning, Jenny Moriuchi, Dory Griffin, Kevin Hupp, Michael Stauffer and Olivia Holden.

Brad Sweet has been chosen to be clean-up manager and Sarah Raugust will be Dining Hall Manager.

Our first stop will be on the west edge of Ephrata at about 10:40 am. We will stop for lunch around 12:30. Be sure to bring a sack lunch! We will be traveling Highway 821 along the Yakima River.

We will continue on Hwy 12 to White Pass. We should arrive at CISPUS approximately 4:30 pm (360-497-7131). We will settle into our rooms for a moment. At around 6:00-7:00 pm we will go to the campfire area for a wiener roast and a sing-a-long. We will return to our rooms about 9:00. Lights out at 9:30 pm.

This is our planned itinerary, which may have to be coordinated with other schools. This plan can be changed at the adult's discretion, should a change be necessary. Following is the list of contact numbers of where the group may be reached during the week in case of emergencies only.

Morton Hospital	1-360-496-5112
Camp CISPUS	1-360-497-0245
Sarah Raugust (cell)	1-509-721-1016
Courtney Strozyk (cell)	1-509-721-1248

\*We do not have cell service at Camp CISPUS

**Monday, May 27th**

9:30 am- Load buses and leave for CISPUS  
10:40- Brief stop in Ephrata for Bathroom break  
12:40- Stop at Yakima River for lunch  
2:30- Stop at Naches for gas and bathroom break  
4:30- Arrive at CISPUS  
6:00- Go to campfire for wiener roast and sing-a-long.  
9:30- Lights Out

**Tuesday, May 28th**

7:15 am- Wake up  
8:00- Breakfast  
8:45- Clean-up  
9:00-11:50- ROPES course and classes  
12:00-12:55- Lunch and recreation  
1:00-3:30- ROPES and classes  
3:40-5:45- Hike to Angel Falls  
6:00- Dinner  
6:30-7:30- Skit preparation and recreation  
7:45- Campfire for skits, songs, and smores  
9:00- Back to cabins  
9:30- Lights Out

**Wednesday, May 29th**

6:30 am- Wake up  
7:15 am- Breakfast  
7:40- Clean-up  
7:55- Leave for Portland  
10:45- Arrive at OMSI-drop off lunches explore turbine room/exhibits  
11:30- Lunch in eating area by Turbine Room  
11:55- IMAX movie "Oceans: Our Blue Planet"  
1:00- Pixar Exhibit  
2:00- Browse exhibits/gift shop  
2:30- Sub Tour- Ash and Fir  
2:40- Birch and Elm  
2:50- Cedar and Dogwood  
3:45- Leave Castle Rock  
5:00- Arrive at Castle Rock- Mt. St. Helens Seaquest Visitor Center  
6:00- Pizza at Papa Pete's  
7:30- Leave for Cispus  
9:30- Arrive at Camp Cispus  
10:00- Lights out

**Thursday, May 30th**

7:15 am- Wake up

8:00- Breakfast

8:45- Clean-up

9:00-11:50- ROPES course and classes

12:00-12:55- Lunch and recreation

1:00-3:30- ROPES and classes

5:30- Dinner

6:30-7:30- Skit preparation and recreation, award prep., and letters home to parents.

7:30-9:00- Program in cafeteria?? for awards, skits, and singing.

9:00- Back to cabins

9:30- Lights Out

**Friday, May 31st**

6:30- Rise and Shine-begin cabin clean-up

8:00- Breakfast

8:30- Cabin clean-up and inspection

8:30 - Pick up lunches and leave for Naches

10:45- Stop at Naches

11:40- Stop at Ryegrass for lunch

1:30- Stop at DK's Drive Inn for ice cream and bathroom break

3:00-3:30- **Arrive back in Davenport**

**\* Please be there on time to pick up your child.**