

DAVENPOR DISTRICT #207

District #20

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>CHECK ALL THAT APPLY</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>COMPLETE ALL</p> <p>Date Submitted <u>5/19/2022</u></p> <p># of school days affected <u>0</u> (include partial days)</p> <p># of substitutes required: full day <u>0</u> ½ day <u>0</u></p>
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TRIP INFORMATION

Requesting staff member Natalee Hayes Title (circle one: instructor, advisor, coach, AD) Other _____

Class, Group or Team FBLA # of students participating 12 Grade Levels 10-12

Destination Chicago Illinois Miles Roundtrip 3604

Departure Date 06/27/22 Time 5am Return Date 07/03/2022 Estimated Time 2pm

Education Objectives or related instructional activity of the trip National Leadership Conference for FBLA
Students will be competing in competitive events they qualified for from SBLC.

Chaperones # of adults (over 21): Teachers: 2 Other Staff Members _____ Parents 1 Other _____

Chaperone-to-student ratios must NOT be less than specified in the DSD procedure 2320P.

Transportation Request: School Bus (#) SUV or Van _____ Equipment trailer: Y _____ N

Other (specify) Bus to and from airport, Airfare Place

Accommodations: Name of Hotel/Facility: Marriott Marquis at McCormick Phone # 312 841 0500

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	Totals	1) District	2) ASB	3) Donation/Student Contribution	Totals of 1,2,3 =
Registration +	19158.00	5400.00		10670	
Housing		3088.00			
Meals	4000.00			4000.00	1) 0
Substitutes	-				2) 11988
Transportation	17,948.70	3500		14448.70	3) 36248.70
Other	7800.00			7800.00	
TOTAL:	48906.70	Total: 11988	Total: 0	Total: 36248.70	TOTAL: 48,236.70
TOTAL EXPENSES should equal TOTAL of 1,2,3					
Name of ASB Account <u>FBLA 4010</u>		Total \$\$ in ASB Account <u>About \$5,000</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 Natalee Hayes Date 5/10/2022

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

LIST OF CHAPERONES:

Natalee Hayes - Advisor

Sarah August - Chaperone

Reyan Slahstsky - Chaperone

OTHER INFORMATION:

Submitted Bus Requests

2022 NLC Schedule

Monday, June 27, 2022

4 a.m.	Bus Leaves DHS	Everyone	
6:35 a.m.	Fly out of Spokane	Southwest Air #0224 & 30256	
3:30 p.m.	Land in Chicago Midway Airport	Everyone	
Dinner	We will order food to the hotel and the students can pay Miss Hayes	Everyone	
Evening	Check into Marriott Marquis McCormick Place, rest, practice	Everyone	Phone(312-824-0500)

Tuesday, June 28, 2022

Morning	State Day – Six Flags	Everyone	
Lunch	Six Flags	Everyone	
Dinner	Hard Rock Café – State Adventure Dinner	Everyone	
Evening	Practice	Everyone	

Wednesday, June 29, 2022

8:00 a.m.	Tour Skydeck Chicago Tour Millenium Park ("The Bean")	Everyone	
11:00 a.m.	Lunch	Everyone	
12:00-1:15 pm	Parliamentary Procedure (Online Test)	Cody, Libby, Jason, Cady	Hall E? (McCormick Place)
1:30 p.m.	NLC Registration- Check in	Hayes	Lakeside Ballroom (McCormick Place)
2:30 p.m.	Tour Magnificent Mile/Shop	Everyone	
5:00 p.m.	Dinner	Everyone	
6:30 p.m. – 8:30 p.m.	Opening Session	Everyone	Hall A (McCormick Convention Center)
Evening	Practice	Everyone	

Thursday, June 30, 2022

8:30 a.m. – 12:30 p.m.	Business Financial Plan Preliminaries	Zackary, Grayson	Hall E (TBD)
12:30 p.m. – 1:30 p.m.	Lunch	Everyone	
1:30 p.m. – 5:30 p.m.	E- Business Preliminaries Local Chapter Annual Business Report Preliminaries Partnership with Business Preliminaries	Ryan U., Evan & Ally, Lexi, Emma & Jesse	Hall E (TBD)
Evening	Tours, Dinner, Wait for Results, Practice	Everyone	

Friday, July 1, 2022

8 a.m.	Parliamentary Procedure – 1 st Team Reports		Hall E
8:30 a.m. – 12:30 p.m.	Business Financial Plan – Finals	Grayson & Zackary	
8:30 a.m. -2 pm	Parliamentary Procedure - Finals	Cody, Jason, Libby & Cady	Hall E (TBD)
1:30 p.m. – 5 p.m.	E-Business Finals Local Chapter Annual Business Report Finals	Ryan U. Evan & Ally	Hall E (TBD)

	Partnership with Business Project	Lexi, Emma, & Jesse	
5:00p.m.	Dinner, Celebrate	Everyone	
6:30 p.m. – 8:30 p.m.	Awards of Excellence Part 1	Everyone	Hall A
Evening	Games, Celebrate	Everyone	
Saturday, July 2, 2022			
9:00 – 11 a.m.	Wrigley Field Tour	Everyone	
11 a.m.	Lunch	Everyone	
1:00-2:30 p.m.	Seadog Cruise (Chicago River & Lake Michigan)	Everyone	
3:00-5:00 p.m.	Shop Magnificent Mile/ Navy Pier/Beach Time	Everyone	
5:00 p.m.	Dinner	Everyone	
6:30-9:00 p.m.	Awards of Excellence Part 2	Everyone	Hall A (McCormick Place)
9:30-11:30 p.m.	FBLA Social Event	Everyone	
Friday, July 3, 2015			
Morning	Pack	Everyone	
4 a.m.	Shuttle / Head to Airport	Everyone	
6:50 a.m.	Fly Home	Southwest Flight #1064 & #23557	
1:05 p.m.	Land in Spokane	Everyone	
2:30 p.m.	Arrive back in Davenport on bus	Everyone	

