

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>CHECK ALL THAT APPLY</p> <p><input checked="" type="checkbox"/> Overnight</p> <p><input type="checkbox"/> WIAA – sanctioned overnight event</p> <p><input type="checkbox"/> Out-of-State</p>	<p>COMPLETE ALL</p> <p>Date Submitted <u>3/15/2023</u></p> <p># of school days affected <u>3</u> (include partial days)</p> <p># of substitutes required: full day <u>3</u> ½ day <u> </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 22 Grade Levels 9-12

Destination Spokane Miles Roundtrip 60

Departure Date 4/19 Time 9AM Return Date 4/22 Estimated Time 12pm

Education Objectives or related instructional activity of the trip State FBLA Leadership Conference

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

Accommodations: Name of Hotel/Facility: Davenport Grand Phone # 509 458 3330

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	$150 \times 4 = 600$	$50 \times 22 = 1100$	$\$185 \times 22 = 4070$	
Housing	$674 \times 2 = 1348$		$\$674 \times 6 = 4044$	
Meals		$18 \times 22 = 396 + 200$		1)
Substitutes				2)
Transportation				3)
Other		Fundraising pts 2500		
TOTAL:	Total: <u>1948</u>	Total: <u>4196</u>	Total: <u>less than 8,000</u>	TOTAL: <u>11,144</u>
TOTAL EXPENSES should equal TOTAL of 1,2,3				

Name of ASB Account FBLA Total \$\$ in ASB Account

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 3/17/2023

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 3-24-23

Superintendent Date 3-20-23 Schedule for Board meeting date 3-27-23

Board approved (chairman's signature) Date

DATE	TIME	DETAILED TRIP ITINERARY
April 19th	10 am - 10 pm	Travel to Hotel Practice Presentation Awards Ceremony / opening
April 20th	8 am - 8 pm	Presentation Performances Workshops + Networking
April 21st	8 am - 8 pm	Presentation Performances Workshops + networking Chapter Dinner
April 22nd	8 am - 12 pm	Awards Leave / check out

LIST OF CHAPERONES:

Tami Odenrider

Farah Slahtasky

Ryan Slahtasky

OTHER INFORMATION: