

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**Subject: OVERNIGHT FIELD TRIP - HALLER MIDDLE SCHOOL
 8TH GRADE BAND**

Action

Page(s): _____ Three (3), including cover _____

Submitted by: _____ Eric DeJong, Principal, Haller Middle School _____

Date: _____ March 23, 2009 _____

Background Information:

Mr. Horsak and the 8th grade band are planning a trip to the Olympia area on April 24-25, 2009. On this trip they will play at the Washington State Capitol, as well as a concert at an elementary school.

Administrative Consideration:

The band budget (through fundraising efforts) and family contributions will cover all costs associated with the trip. There is adequate supervision (36 students and 9 adults). The students and chaperones will be spending the night at the Great Wolf Lodge. Students and chaperones will be assigned rooms by gender. In addition to rewarding our students for their commitment and achievement, this trip will provide our students valuable experience serving as ambassadors for our school and district.

Superintendent’s Recommendation:

That the Board approves the overnight field trip for Haller Middle School’s 8th grade band.

ARLINGTON SCHOOL DISTRICT NO. 16
315 N. FRENCH
ARLINGTON, WA 98223

OUT-OF-STATE OR OVERNIGHT FIELD TRIP REQUEST FORM (Students Traveling)

Board Policy #2320 requires that field trips which take students out of the state or are planned to keep students out of the District overnight must be approved in advance by the Board.

Please complete this form and submit it to the Board Secretary at least one week prior to the regularly scheduled board meeting so that this information can be included in the board packet for review before the scheduled meeting time.

The employee who is submitting this form is required to attend the Board meeting to answer any questions which might be raised by a Board member.

Name(s) of Staff Member(s) Traveling	Joe Horsak
Building	(please select one)
Dates of Travel	April 24-25, 2009
Date(s) of Event	April 24-25, 2009
Name of Event	Haller MS 8th Grade Band Tour
Purpose of Travel	Band Tour & Performance Experience
Location	Washington State Capitol; Elementary Assembly
Total Number of People Traveling	45
Estimated Total Cost of Trip	\$3,279.50
Source of Funding	Band fundraising; student/family contributions for rooms

I have made arrangements with my immediate supervisor for coverage at my work site while I am not at work. redacted (please initial)

I am willing to share information with my colleagues that I have gained from this travel experience in the following manner:

sharing at staff meeting as appropriate.

signature redacted [redacted]

Employee Signature
signature redacted [redacted]

Immediate Supervisor Signature [redacted]

Date 3/9/09

Date 3/9/09

This travel request was approved denied by the Board of Directors on: _____

**Please see the back for additional mandatory detail*

COST DETAIL

1. NUMBER TRAVELING

STAFF MEMBERS	1	STUDENTS	36	NON-STAFF CHAPERONES	8	TOTAL	45
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2. SUBSTITUTE COSTS (if applicable)

Staff Member	Number of Days	Rate	Total Substitute Cost
			\$0.00
			\$0.00
			\$0.00
TOTAL			\$0.00

3. TRANSPORTATION COSTS

Means of Transportation	Miles or Number	Rate	Total Cost
School District Bus Mileage (approx)	250.00	\$1.45	\$362.50
Driver (approx)	1.00	\$520.00	\$520.00
			\$0.00
TOTAL			\$882.50

4. REGISTRATION COSTS

Description	Number	Rate	Total Cost
			\$0.00
			\$0.00
			\$0.00
TOTAL			\$0.00

5. LODGING COSTS

Description	Number of Rooms	Number of Nights	Rate	Total Cost
rooms for band and chaperones	7	1	\$200.00	\$1,400.00
room for bus driver	1	1	\$169.00	\$169.00
				\$0.00
TOTAL				\$1,569.00

6. OTHER COSTS (including meals)

Description	Number	Rate	Total Cost
Meals	138	\$6.00	\$828.00
			\$0.00
			\$0.00
TOTAL			\$828.00

7. ADDITIONAL INFORMATION/COMMENTS: