Berlin-Boylston Regional School District
EDUCATIONAL FIELD TRIP APPLICATION

Late night, overnight and out of state field trips:

- This form, with signatures on page 4, must be submitted to the Office of the Superintendent at least two weeks prior to the next scheduled School Committee meeting.
- The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Approval by the School Committee is required before engaging students in fundraising activities.

Local, day field trips:

- This form, with signatures on page 4, must be submitted to the Building Principal no less than 30 days prior to the field trip.
- Fundraising activities for such trips will be subject to approval by the appropriate Administrator.

- Any planned trip off the school grounds is considered a field trip.
- This includes "walking trips."
- Students have increasingly complex medical and medication needs that may not be evident to staff or administrators. Therefore, school nurse participation in field-trip planning is critical for safety and success. A minimum of one month notice to the school nurse is required.

Permission is hereby requested to conduct the following field trip:

Field Trip Coordinator: Ben Muldoon / Jane Mutti - Advisor
School: Tahanto Regional High School
Class/Group: Senior Class 2024
Place to be Visited: Great Wolf Lodge
Address: Fitchburg MA
Number of students expected to attend: 35
Number of Chaperones needed: 4
Number of Staff Chaperones: 2
Number of Volunteer Chaperones: 2
Date of Departure: May 29, 2024
Departure Time: 4PM
Day/Date of return: May 30, 2024
Return Time: 11AM

1) **Specific Purpose(s) of the trip:**

Senior Class Trip

2) **Transportation plans:** Students will meet at Great Wolf Lodge

3) **Pre-Trip Orientation and/or Activities to be conducted in preparation for the trip:**

N/A

4) **Trip Itinerary:**
A sufficiently detailed trip itinerary must be attached to this application form, which indicates a precise sequencing of events. Detailed information should include, but not be limited to the following (where applicable):
   - Confirmations of reservations for planned events
   - Confirmations of reservations for lodging (MUST specify name, address AND phone number of hotel/motel AND specific room numbers assigned to the group)
   - Number and names of teacher chaperones
   - Number and names of other chaperones
   - CORI checks completed satisfactorily for chaperones
   - Detailed and sequential descriptions of the duties, responsibilities and authority of the chaperones which are specific to the trip, including a description of the method utilized to convey this information. (This is also to be clearly conveyed to all students prior to taking the trip).
   - Emergency number for parents to call
   - Nurse Coverage **(minimum 1-month prior approval required)** Medication Plan in place
   - Kitchen Notification
   - Special Education Notification
   - Specialist Notification
   - Communication Network Statement
   - Parent permission slip
   - Name of students going on trip
   - If trip is going prior to 1st period of the day, then attendance must be given to the office

5) Parent Permission Slip: A sample of the parent permission slip to be secured prior to taking the trip must be attached to this application form, (Note: phone number of parent is to be included on permission slip.)

6) If transportation is being provided in private vehicles, the following must be adhered to according to Policy EEAG (attached) of the Berlin-Boylston Regional

School District Manual Policy. All necessary documentation needs to be attached to this field trip application.

- A photocopy of the driver's coverage selections page to confirm bodily injury liability insurance coverage on the vehicle in the amounts of $100,000/$300,000 or more AND that the driver is listed as a principal or occasional operator of that vehicle.
- A photocopy of the driver's operating license.
- Confirmation by the trip coordinator that the volunteer driver has been through a CORI test without incident.
- Confirmation by the trip coordinator that the vehicle is equipped with seatbelts for each rider, including car seats or booster seats, if required by Motor Vehicle Law (MGL, Chapter 90, Section 7AA and MGL, Chapter 90 Section 13A).
- In the case of an employee driving one(1) or more students in a private vehicle, the employee must own the vehicle, and the employee must file evidence with this form of personal liability insurance coverage on the vehicle in the amounts of $100,000/$300,000 or more.

7) Specific follow-up activities planned as appropriate to this trip:

N/A

8) How is this trip being financed?

$1000.00 to be paid from class dues, and the remainder to be paid by students

What provisions are being made for students for whom the expense is a hardship?

9) Communication Network: A communications network must be in place prior to the trip which provides a means of communication between the trip coordinator and the parents of students taking the trip as unanticipated circumstances might dictate (i.e. delayed or early return)

Note well: The building administrator's approval of the trip application will serve as verification of this network being in place.

10) Standards addressed for this trip: Please indicate how this trip aligns with the standards within your curriculum (Specifically address the standards).

Senior Class Trip during Senior week.

****

Approval: (Signatures below indicate your approval of the field trip as described on this form and addenda conditional upon the satisfactory completion of all items as contained herein. It shall remain the responsibility of the Field Trip Coordinator (as identified on this application) to submit evidence of such satisfactory completion to the appropriate building administrator no later than TWO school days prior to departure on the trip.

Department Head _____ Date: 3/5/2024

Principal _____ Date: 3/4/2024

***Nurse** _____ Date: 3/19/2024

Superintendent (or designee)

_____ Date: _____

School Committee (Required for overnight/out of state trips)

_____ Date: _____

****

NOTE: The following signature indicates that the Principal has received all required forms at least TWO days prior to the trip.

Principal: _____ Date: _____

School Committee Policies related to Field Trips

School Committee Policy on Student Travel

- All student trips which include late night travel after 9:00 p.m., overnight travel, or out-of-state travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
- Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.
- Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

TAHANTO REGIONAL MIDDLE/HIGH SCHOOL
FIELD TRIP AGREEMENT/PERMISSION SLIP

It is understood that the trip to **Great Wolf Lodge** will be conducted by **Senior Class** on **Wednesday, May 29, 2024 through Thursday, May 30, 2024**, on this senior class outing the students are expected to conduct themselves in a manner which will bring credit upon themselves as well as the school. The signature of the student indicates his/her willingness to act in accordance with the above policy and notes his/her responsibility for any missed assignments.

_____
Student Signature

The group plans to meet at the Great Wolf Lodge at **4:00 pm on 5/29/24 and leave at 10:30 on 5/30/24.**

I agree to allow _____ to meet at GWL and attend the field trip designated above for the duration specified.

In case of emergency, illness or accident to the child named above, the school is authorized to proceed as indicated below.

1. Contact father at _____
2. Contact mother at _____
3. Contact relative at _____

MEDICAL RELEASE/MEDICATION ADMINISTRATION FORM

Health Concerns/Conditions (please check)

( ) ADHD ( ) Allergies ( ) Asthma ( ) Diabetes ( )Seizures ( )Bee/Insect Stings ( )Other

Explanation of symptoms and treatment:

_____

_____

Medication your child will require:

Medication _____ Dose _____ Frequency _____

Medication _____ Dose _____ Frequency _____

All students who self medicate must have parental permission and a current prescription on file in the health office. The medication policy applies during field trips as stated in the Student Handbook. In case of an emergency, I give permission for my child to receive medical treatment.

Signature of parent/guardian_____Date _____

Gmail

Darlene Walsh <dwalsh@bbrsd.org>

Field Trip Application info needed

Darlene Walsh <dwalsh@bbrsd.org> Fri, Mar 1, 2024 at 2:07 PM
To: Darlene Walsh <dwalsh@bbrsd.org>

Thank you Sadie

Respectfully,
Darlene Walsh
Assistant to the Principal
Tahanto Regional Middle/High School
508-869-2333 x2300
dwalsh@bbrsd.org

> On Tue, Feb 27, 2024 at 3:21 PM Sadie Michelson <slmichelson2024@student.bbrsd.org> wrote:
> We have these chaperones confirmed as of right now:
>
> - Michele Michelson, 978-201-1477, Volunteer
> - Jane Mutti, Staff
> - Chris Covino, Staff
>
> Chaperones will arrive at GWL at 4 pm for check in. They will help orchestrate getting students to their rooms and ensure they are settled in appropriately. Students will be grouped into three groups (11,12 and 12 students) with a head chaperone that they will report to during headcount's. There will be a scheduled meet up at 4:30 pm in the lobby where chaperones will get a headcount and ensure all students have arrived and checked in. While the water park is open and students are in it, at least one chaperone must be present and available if help is needed. All chaperones will attend both meals and get a head count at both meals to ensure all students are present. There will be "room checks" at 9:45 pm to ensure that all students are accounted for and in their appropriate rooms. In the morning after breakfast, chaperones will do room checks again to ensure that rooms are clean. Before departure at 11 am, all students will be accounted for by the chaperones.
>
> Price does include admission to water park, it's essentially an all-inclusive aside from the scheduled meals.
> We are likely going to cover about $1,000 of the class trip, which will mean the students are going to have to pay around $65 each. We will confirm these numbers as soon as Ben gets the updated costs.

GROUPS MEETINGS
by Great Wolf Lodge

GROUP SALES AGREEMENT

This Group Sales Agreement ("Agreement") is made and entered into as of Friday, February 16, 2024 by and between GWR Op Lessee MA LLC ("Hotel") and the organization referenced below ("Group"). This Agreement is specifically subject to the Group Sales Contract Standard Terms and Conditions (attached as Exhibit A hereto and incorporated by reference).

Section I: Description of the Event

Organization: Tahanto Regional High School

Name: Ben Muldoon
Job Title: Student
City, State, Zip: Berlin, MA, 01503
Phone Number: (978) 551-4975
Email Address: b2muldoon@gmail.com

Name of Event: Tahanto Class of 2024

Event Dates: Wednesday, May 29, 2024 to Thursday, May 30, 2024

Signing Authority: The following individuals have the proper authority to sign for the Master Account and/or act on behalf of and bind the Group pursuant to the terms of this Agreement. Group may designate other individuals in writing:

Name:

Name:

Booking Check

Account:	Tahanto Regional High School	**Event Dates:**	**May 29, 2024 - May 30, 2024**
Post As:	Tahanto Class of 2024	**Contact:**	Ben Muldoon
Address:	Berlin, MA 01503	**Phone:**	(978) 551-4975
		Email:	b2muldoon@gmail.com
		Onsite Contact:	Ben Muldoon
		Onsite Mobile:	
Master Account #:		**Sales Manager:**	Jennifer L'Esperance
Payment Method:	Credit Card	**Service Manager:**	Lori Ruggiero

Date	Time	Room	Function	Setup	AGR	EXP	GTD	BEO #
Wed, 05/29/2024	6:30 PM - 7:30 PM	Sycamore	Dinner Buffet	Rounds of 8	40	40		2090
Thu, 05/30/2024	8:30 AM - 9:30 AM	Sycamore	Breakfast Buffet	Rounds of 8	40	40		2091

Wednesday, May 29, 2024

Guestrooms

Qty	Name	Value	Subtotal	Combined Tax	Administrative Fee	Total
15	Deluxe Queen Suite (S)	$ 99.00	$ 1,485.00	$ 144.05	$ .00	$ 1,629.05

Events

Qty	Name	Value	Subtotal	Combined Tax	Administrative Fee	Total
40	Family Buffet - Adult	$ 20.00	$ 800.00	$ 60.50	$ 168.00	$ 1,028.50

Daily Total

	Subtotal	Combined Tax	Administrative Fee	Total
Guestrooms	$ 1,485.00	$ 144.05	$ .00	$ 1,629.05
Events	$ 800.00	$ 60.50	$ 168.00	$ 1,028.50

Thursday, May 30, 2024

Events

Qty	Name	Value	Subtotal	Combined Tax	Administrative Fee	Total
40	Wolf Den Breakfast Buffet	$ 19.00	$ 760.00	$ 57.48	$ 159.60	$ 977.08

Daily Total

	Subtotal	Combined Tax	Administrative Fee	Total
Events	$ 760.00	$ 57.48	$ 159.60	$ 977.08

Summary All Charges

	Subtotal	Combined Tax	Administrative Fee	Total
Guestrooms	$ 1,485.00	$ 144.05	$ .00	$ 1,629.05
Guestrooms	$ .00	$ .00	$ .00	$ .00
Events	$ 1,560.00	$ 117.98	$ 327.60	$ 2,005.58
Resort Fee	$ .00	$ .00	$ .00	$ .00
Subtotal	$ 3,045.00	$ 262.03	$ 327.60	$ 3,634.63
Less Deposits/Payments				$ .00
Balance Due				**$ 3,634.63**

Customer Approval _____ Date _____

Booking Check

Breakdown: Taxes and Administrative Fee (Charge)		
State Tax	5.00%	$74.25
City Tax	4.70%	$69.80
Administrative Charge	21.00%	$327.60
State Tax	6.25%	$117.98
	Subtotal	**$589.63**

Customer Approval

Date