

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

Local Field Trip, Field Trips Over 100 miles Away,
Utilizing Chartered Busses, Planned Overnight Stays and/or
Trips with Student Fees

8460F
1 of 3

Submission Date: 10/4/23
Submitted by: Cory Morrow
School: HS

Part I

- 1) Date(s) of requested trip: 11/17 - 11/18/23
 - a. Time leaving: 10:30 am
 - b. Time returning: 5 pm
- 2) Destination: Sunny Fredonia - Phone: _____
 - a. Estimated mileage - one way: 56
- 3) Pupil grade level(s): 10-12
 - a. Number of pupils: 7
- 4) Instructional Objectives: NYSSMA Area All state
Music Festival
- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?): Prepare music for Rehearsal and
Performance
- 6) On Trip: (What instructional activities will occur on the trip?) Ensemble Rehearsals
and Concert Performance
- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?) Share experience with others
- 8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip? Trip will not impact other students
instruction and classes
- 9) Supervising teachers: Cory Morrow, Jim Marone,
Kim Harrison
- 10) Other responsible parties: _____

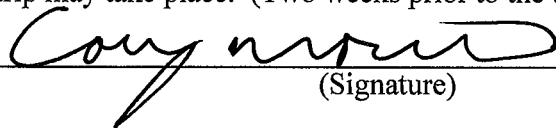
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**SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM (Cont'd.)**

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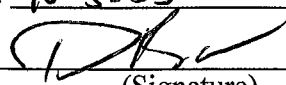
- 11) Substitutes Needs? Yes _____ No X How Many? _____
- 12) Will consent forms be secured from all parents/guardians? Yes X
- 13) a. Will students have to pay for anything? Yes _____ No X
If so, how much? _____
For what? _____
- b. Will school/activity pay? Yes X No _____
If so, how much? _____
For what? Registration fee and transportation
- 14) Has trip cancellation insurance been arranged for the reimbursement of expenses to students?
Yes _____ No X
- 15) Will a travel agency/company be used for trip? Yes _____ No X
If so, what is the refund policy of the agency in the event of cancellation of the trip and is cancellation insurance provided? Please attach a copy of the refund cancellation policy.

- 16) Will trip retain the students overnight? Yes X No _____
How many nights? 1
Where? Comfort Inn
(if the answer to 12 is yes, please fill out Part II)
- 17) Will teacher substitutes be required? Yes _____ No X How many? _____
- a. State mode of transportation requested:
Sweet Home Bus X
Private Car _____
Chartered Bus _____
Other _____
- b. Contact the Transportation Department if an outside transportation company is requested. Mr. Bob Weselak, Transportation Supervisor must approve all charter bus firms and charter bus drivers before a trip may take place. (Two weeks prior to the trip)

Teacher making application: 
(Signature)

Principal's Recommendation:

Approved: 
Disapproved: _____
Date: 10-5-23


(Signature)

Superintendent of Schools Recommendation:

Approved: _____
Disapproved: _____
Date: _____

(Signature)

(Continued)

**SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM (Cont'd.)**

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**Part II
For Planned Overnight Stays**

- 1) Complete itinerary for each day including locations and times:

See attached

- 2) Estimate total cost of trip - itemize:

SCHOOL COSTS
(Supplies and Equipment)

PER STUDENT

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL \$ _____ \$ _____

- 3) Will students be raising money for this trip? If so, how much and how?
(See Board of Education Policy #1423)

Yes _____ No X _____

- 4) Please describe the student refund policy in the event of the cancellation of the trip: _____

If a travel agency is to be used, is cancellation insurance provided? Yes _____ No _____
Attach the company's refund and cancellation policy.

- 5) Please attach a draft of a letter to go home to parents explaining all aspects of the proposed trip.
Include the procedures to be followed if the trip is cancelled.

- 6) Please describe the nature and scope of supervision for the trip: _____

Teacher applicant: Cory [Signature]

School: H5 Date of application: 10/4/23

Attach to F.T.-2, PART I

**SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP PARENT/GUARDIAN CONSENT/MEDICAL INFORMATION**

Dear _____,

Your child's class has scheduled a field trip activity on _____ to
(date)

(destination)

The group will be leaving at _____ a.m./p.m. and plans to return at _____ a.m./p.m. on
_____.

Please sign and return the attached form by _____.
(date)

Sincerely,

Teacher or Principal

FIELD TRIP PARENTAL CONSENT

I hereby give permission for my child, _____
(child's full name)
to participate in a school sponsored education field trip to _____
(place)

I understand that my child will leave on _____, _____
(date) (time)
and is expected to return on _____, _____
(date) (time)

MEDICAL INFORMATION

Name of family doctor _____

Doctor's phone number _____

Is your child taking any medication with him/her on the trip? _____

If so, what is it and who is expected to administer this medication? _____

Should emergency medical services be required for your child during the trip, medical personnel will be contacted immediately.

(Signature of Parent/Guardian)

(Telephone No.)

(Date)

SWEET HOME CENTRAL SCHOOL

*Already submitted
transportation Request*

*only need transportation
one way on Fri 11/17*

TRANSPORTATION REQUEST				1) Requests n sent to the 2) A separate trip. 3) Send two co 4) One copy w following a
THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL				
Date Of Trip:		School: <i>Sweet Home</i>		Destination:
Departure Time From School:		Return Time To School:		Group:
Number of Riders:	Teacher in Charge:	Date Submitted:	Charge To:	
Comments: (Include all Directions or Special Instructions) 				
Approved by:		Title:		Date Approved:
THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT				
Date Received		Vehicle: ☐ Van ☐ Bus ☐ Coach		
Comments: 				
Approved by:		Title:		Date Approved:

White – Transportation Blue – Transportation (Return to Office) Yellow – Teacher Pink - Office



NYSSMA ZONE 1 AREA ALL-STATE FESTIVAL 2023
SCHEDULE ~ FRIDAY 11/17/2023
revised 9/19/23



TREBLE CHORUS

2:00 - 4:30	Rehearsal McEwen 202
4:30 - 5:30	Dinner break / Purchase tickets
5:30 - 7:00	Rehearsal McEwen 202

MIXED CHOIR

2:00 - 4:30	Rehearsal McEwen 209
4:30 - 5:30	Dinner break / Purchase tickets
5:30 - 7:00	Rehearsal McEwen 209

JAZZ ENSEMBLE

2:00 - 4:30	Rehearsal Rosch Recital Hall
4:30 - 5:30	Dinner break / Purchase tickets
5:30 - 7:00	Rehearsal Rosch Recital Hall

BAND

2:00 - 4:00	Rehearsal King Concert Hall Stage
4:00 - 4:15	Move all belongings to Mason 1075
4:15 - 5:00	Dinner break / Purchase tickets
5:00 - 7:00	Rehearsal Mason 1075

SYMPHONY ORCHESTRA

2:00 - 4:00	Rehearsal Mason 1080
4:00 - 4:45	Dinner break / Purchase tickets
4:45 - 5:00	Move to King Concert Hall
5:00 - 7:00	Dress Rehearsal King Concert Hall Stage

STRING ORCHESTRA

2:00 - 4:00	Rehearsal Mason 1051
4:00 - 5:00	Dinner break / Purchase tickets
5:00 - 7:00	Rehearsal Mason 1051

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NYSSMA ZONE 1 AREA ALL-STATE FESTIVAL 2023
SCHEDULE ~ SATURDAY 11/18/23
revised 9/19/23



TREBLE CHORUS

9:00 - 10:30	Dress Rehearsal King Concert Hall Stage
10:30 - 10:45	Move to McEwen 202
10:45 - 11:45	Rehearsal McEwen 202
11:45 - 12:45	Lunch at Williams Centre Pointe
12:45 - 1:15	Rehearsal McEwen 202
1:15 - 1:30	Warmup and move to concert location
1:30	Concert (Treble Chorus is 1 st on the program)

MIXED CHOIR

9:00 - 10:30	Rehearsal McEwen 209
10:30-10:45	Move to King Concert Hall
10:45 - 11:45	Dress Rehearsal King Concert Hall Stage
11:45 - 12:45	Lunch at Williams Centre Pointe
12:45 - 1:15	Rehearsal McEwen 209
1:15 - 1:30	Warmup and move to concert location
1:30	Concert (Mixed Choir is 2 nd on the program)

JAZZ ENSEMBLE

9:00 - 11:00	Rehearsal Rosch Recital Hall
11:00 - 12:00	Lunch Williams Centre Pointe
12:00 - 12:30	Warmup and prep for concert
12:30	Concert in Rosch Recital Hall

BAND

9:00 - 12:45	Rehearsal Mason 1075
12:45 - 1:45	Lunch Williams Centre Pointe
1:45 - 3:00	Rehearsal Mason 1075
3:00 - 3:30	Warm up and move to concert location
3:30	Concert (Band is 3rd on program)

SYMPHONY ORCHESTRA

9:00 - 12:45	Rehearsal Mason 1080
12:45 - 1:45	Lunch Williams Centre Pointe
1:45 - 3:00	Rehearsal in Mason 1080
3:00 - 3:30	Warm up and move to concert location
3:30	Concert (Symphony Orch is 2nd on program)

STRING ORCHESTRA

9:00 - 11:45	Rehearsal Mason 1051
11:45-12:00	Move to King Concert Hall
12:00 - 1:00	Dress Rehearsal King Concert Hall Stage
1:00 - 2:00	Return belongings to Mason, Lunch Williams Centre Pointe
2:00 - 3:00	Rehearsal Mason 1051
3:00 - 3:30	Warm up and move to concert location
3:30	Concert (String Orch is 1st on the program)

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