

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM
OVERNIGHT TRIPS
Utilizing Chartered Busses, Planned Overnight Stays and/or
Trips with Student Fees

8460F
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Submission Date: 10-6-23
Submitted by: Brandon Woods
School: Sweet Home MS/HS
School Counselor/Varsity Basketball Coach

Part I

- 1) Date(s) of requested trip: 12/22 - 12/23
 - a. Time leaving: 4:00pm 12/22
 - b. Time returning: 4:00pm 12/23
- 2) Destination: Olean NY St. Bonaventure University 12/22
Salamanca HS 12/23 Phone: _____
 - a. Estimated mileage - one way: _____
- 3) Pupil grade level(s): Varsity Basketball Team
 - a. Number of pupils: 12-15 Student Athletes 4 Coaches
- 4) Instructional Objectives: Provide our student athletes a College basketball experience. Visiting Book Store before attending their game against SUNY Binghamton.
- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?) The trip is dual purpose, we are using this as a team building activity while allowing our guys to experience a College campus. The most important piece to the trip is our game Saturday Dec 23rd @ 12pm against Salamanca.
- 6) On Trip: (What instructional activities will occur on the trip?) Attending the book store on campus, going to the game together to observe how College Student athletes conduct themselves.
- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?) We will reflect on what we observed during the game on campus @ St. Bonaventure as well as reflect on our game against Salamanca.
- 8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip? The expectation is that all players on the roster will attend the trip.
- 9) Supervising teachers: Coach Woods, Coach Tirone, Coach Pappagallo, Coach Graves
Varsity Basketball Staff
- 10) Other responsible parties: _____

(Continued)

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 X No _____
If so, how much? \$20-30
For what? Food at game, lunch stop on the way home Saturday
- b. Will school/activity pay? Yes X No _____
If so, how much? \$1.152
For what? Hotel Doms, Tickets for game
- 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? Best Western Plus Olean NY
(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: Brenda Woods

(Signature)

Principal's Recommendation:

Superintendent of Schools Recommendation:

Approved: Yes -

Approved: _____

Disapproved: _____

Disapproved: _____

Date: 10/19/23

Date: _____

(Signature)

(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 Itinerary.
Please feel free to contact me for more information

- 2) Estimate total cost of trip - itemize:

SCHOOL COSTS

(Supplies and Equipment)

8 hotel rooms
18 Players/Coaches
1 Bus Driver

\$792
\$360
\$20
\$
\$

PER STUDENT

\$
\$
\$
\$
\$
\$

TOTAL

\$1,200 Ballpark

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

Yes ☐ No ☒ Funds will come from our Basketball
Account / Parents + Donations will take care of Wegmans Subs (Pizza Friday night)

- 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: Coaches will
perform room checks throughout the evening.

Teacher applicant: Brandon Woods

School: Sweet Home Middle

Date of application: 10/6/23

Attach to F.T.-2, PART I

SWEET HOME CENTRAL SCHOOL DISTRICT

8460F.2

TRANSPORTATION REQUEST		INSTRUCTIONS 1) Requests must be submitted prior to each trip and sent to the Transportation Department. 2) A separate request form must be filled out for each trip. 3) Send two copies to Transportation. 4) One copy will be returned by Transportation following approval.	
THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL			
Date Of Trip: 6/22/23	School: Sweet Home Boys Varsity	Destination: Olean NY / Salamanca HS	
Departure Time From School: 4:00pm	Return Time To School: 4:00pm 12/23	Group: Varsity Men's Basketball	
Number of Riders: 16-19	Teacher in Charge: Brandon Woods	Date Submitted: 10/6/23	Charge To:
Comments: (Include all Directions or Special Instructions) We would like to depart HS @ 4:00pm go straight to hotel in order to check in before we head to St. Bonaventure for their game against SUNY Binghamton. Dropped back to hotel by 9:00			
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

SWEET HOME MEN'S BASKETBALL

Itinerary for Overnight Trip

Away game against Salamanca.

Friday, December 22, 2023	
2:00-3:30pm	Practice in SH High School main gym
3:30-4:00pm	Prepare to depart from SH High School -Players change/shower -Overnight bags are loaded onto bus -Wegmans subs for dinner are delivered
4:00-5:30pm	Bus travels to Olean, NY -Destination is St. Bonaventure Campus
5:30pm	Check in to Best Western Hotel 3051 W State Street, Olean, New York 14760 -6 rooms acquired each with 2 queen beds and 1 cot -4 players per room -2 coaches per room
6:15-7:00pm	Bus to Book store (Provide student athletes a chance to grab stuff) Main Gym on St. Bonaventure Campus
7:00pm-9:00pm	St. Bonaventure Men's Basketball team hosts Binghamton University
9:00pm	Return to hotel -Pizza's delivered to hotel for players -Players have 1 hour until room checks
10:00pm	Room checks
10:30pm	Lights out
11:00pm	Room checks
Saturday, December 23, 2023	
8:00-9:15	Hot breakfast provided by hotel
9:15-9:50	Team pre-game walkthrough/film in hotel conference area
10:00-10:15	Prepare to check out and depart hotel -Players bring all personal items -Overnight bags are loaded onto bus
10:30-11:00am	Bus travels to Salamanca, NY -Destination Salamanca High School
11:00am-12:00pm	Pregame warm up vs. Salamanca Basketball Team
12:00-2:00pm	Contest vs. Salamanca
2:15- 4:00pm	Depart for Buffalo, NY -Team boards and loads bus for final trip back to SH High School -Team stops for lunch en route (Depending on # of student athletes going home with parents)
4:00pm	Arrival at SH High School -Parents meet at school for pick up

Chaperones Attending: Coach Woods, Coach Tirone, Coach Pappagallo, Coach Graves

Players Attending: TBD, we will keep 12-15 student athletes, this roster will be dependent on tryouts.