

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

8460F  
1 of 3

Submission Date: 2/6/23  
Submitted by: DAN MURPHY  
School: HIGH SCHOOL

Part I

- 1) Date(s) of requested trip: JULY 3<sup>RD</sup> (OR 6<sup>TH</sup>) - JULY 17<sup>TH</sup> (OR 20<sup>TH</sup>), 2023
- a. Time leaving: MORNING FLIGHT ON 7/3 or 7/6
- b. Time returning: EVENING ARRIVAL ON 7/17 or 7/20 → TIMES ARE NOT YET FINNIALIZED
- 2) Destination: HUNGEN, GERMANY Phone: \_\_\_\_\_
- a. Estimated mileage - one way: \_\_\_\_\_
- 3) Pupil grade level(s): 9-12
- a. Number of pupils: UP TO 10
- 4) Instructional Objectives: GERMAN EXCHANGE - TO LEARN ABOUT THE GERMAN LANGUAGE + CULTURE
- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?): THROUGH MEETINGS AND DISCUSSIONS WITH THE STUDENT PARTICIPANTS
- 6) On Trip: (What instructional activities will occur on the trip?) ATTENDING SCHOOL AND GOING ON EXCURSIONS.
- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?) MEETINGS WITH STUDENTS AND PARENTS, POSSIBLE DISCUSSIONS IN SCHOOL COURSES.
- 8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip? N.A.
- 9) Supervising teachers: DAN MURPHY
- 10) Other responsible parties: IN GERMANY: KAREN BISCHOFF, SUZANNE SCHAUB CHAIR PARTNER SCHOOL

(Continued)

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

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- 11) Substitutes Needs? Yes \_\_\_\_\_ No ✓ How Many? \_\_\_\_\_
- 12) Will consent forms be secured from all parents/guardians? Yes ✓
- 13) a. Will students have to pay for anything? Yes ✓  
If so, how much? CA. \$2,000  
For what? FLIGHT, INSURANCE, CHAPERONE
- b. Will school/activity pay? Yes \_\_\_\_\_ No ✓  
If so, how much? \_\_\_\_\_  
For what? \_\_\_\_\_
- 14) Has trip cancellation insurance been arranged for the reimbursement of expenses to students?  
Yes ✓ No \_\_\_\_\_ (W/ CERTAIN TIME LIMITS)
- 15) Will a travel agency/company be used for trip? Yes \_\_\_\_\_ No ✓  
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.  
\*SINCE NO AGENCY IS USED, THE TRAVEL INSURANCE PURCHASED  
HAS CERTAIN CANCELLATION POLICIES (SEE ATTACHED)
- 16) Will trip retain the students overnight? Yes ✓ No \_\_\_\_\_  
How many nights? 14  
Where? HUNGEN, GERMANY  
(if the answer to 12 is yes, please fill out Part II)
- 17) Will teacher substitutes be required? Yes \_\_\_\_\_ No ✓ How many? \_\_\_\_\_
- a. State mode of transportation requested:  
Sweet Home Bus X → IF FLIGHT DEPARTS OUT OF TORONTO  
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: Daniel J. Murphy  
(Signature)

Principal's Recommendation:

Superintendent of Schools Recommendation:

Approved: X  
Disapproved: \_\_\_\_\_  
Date: 2-4-23

Approved: K  
Disapproved: \_\_\_\_\_  
Date: 2-7-23

[Signature]  
(Signature)

[Signature]  
(Signature)

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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 FORMS —

- 2) Estimate total cost of trip - itemize:

SCHOOL COSTS

(Supplies and Equipment)

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

\$ —  
\$ —  
\$ —  
\$ —  
\$ —

PER STUDENT

PLANE FARE  
INSURANCE  
+ CHAPERONE

\$ —  
\$ —  
\$ —  
\$ —  
\$ —

TOTAL \$ \_\_\_\_\_

ca. \$ 2,000.00

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

Yes \_\_\_\_\_ No ☒

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

TRIP INSURANCE POLICY INCLUDES REFUND (SEE CONDITIONS  
for refunds on attached form)

If a travel agency is to be used, is cancellation insurance provided?  
Attach the company's refund and cancellation policy.

Yes \_\_\_\_\_ No \_\_\_\_\_

N.A.

- 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.

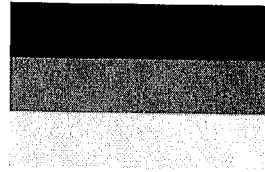
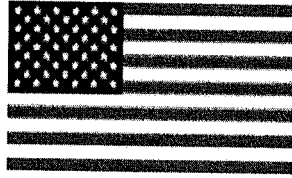
- 6) Please describe the nature and scope of supervision for the trip: STUDENTS WILL BE  
SUPERVISED BY ME OR THE GERMANY HOST FAMILIES.

Teacher applicant: DAN MURPHY

School: HIGH SCHOOL

Date of application: 2/6/23

Attach to F.T.-2, PART I



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Sweet Home Deutschverein und Ehrenverbindung  
1901 Sweet Home Road • Amherst, New York 14228

February 2, 2023

Dear District Office, Board Members, and Parents

The German Exchange would like to continue the exchange process with the trip to our Partner School in Hungen this year. The proposed dates are July 3<sup>rd</sup> (or 6<sup>th</sup>) – 17<sup>th</sup> (or 20<sup>th</sup>). As previously, each student will be hosted by a German family. The program runs in Hungen similar to how it runs here in Amherst. The students will shadow their host to school, as well as attending many excursions that have been planned. Some of these excursions include trips to German cities like Marburg and Frankfurt, a boat excursion on the Rhine, and several other local events. We always have quite a full program in Hungen.

The cost of the program will be about \$ 2,400. Since we are no longer associated with any specific program (previously School Partners Abroad), the cost is less than with the program. This includes all airfare, insurance (travel, cancellation and medical), and any fees (e.g., International Student ID Cards). This also includes the costs for any Chaperones (whoever the group leader may be, not necessarily myself). The more students that attend, the cheaper the costs will be per student.

To reassure the District Office and School Board of safety, we have been doing this exchange for 38 years. I am always in close contact with our partner school and their contact people, Karin Bischoff and Suzanne Schaub, who have visited us in the past. Together, we take care of any problems that may arise in the traveling process. Karin, Suzanne, and the host families will meet us directly at the airport in Frankfurt and take us to Hungen. Our students will always be supervised during travel. In Hungen, they will be cared for by the host family. I will be in daily contact with our students to see how everything is going.

If there are any other questions or concerns, I would be more than happy to address them. Please contact me at 250-1276 or [dmurphy@sweethomeschools](mailto:dmurphy@sweethomeschools).

LETTER TO  
ADMINISTRATION  
+  
PARENTS

Sincerely,

Daniel T. Murphy

## **Sweet Home - Hungen Exchange Trip 2023**

Proposed Itinerary for July 2023:

Flight Dates:

To Germany: July 3<sup>rd</sup> or 6<sup>th</sup> - Evening Flight to arrive in Frankfurt the morning of July 4<sup>th</sup> or 7<sup>th</sup>.

Return to USA: July 17<sup>th</sup> or 20<sup>th</sup> - Morning Flight to arrive in Buffalo that evening.

Proposed Activities:

Since this is an academic exchange, the students will be attending classes with their Host student for most of the days they are there. Our partner school in Hungen sets up many excursions for us, as we do for them here at Sweet Home.

Some of these include:

- A day trip to Frankfurt
- A boat trip on the Rhine or Neckar River
- A day trip to Marburg
- A day trip to Gießen
- A day trip to other German cities (in '18-Limburg)

TRIP  
ITINERARY

These are the tentative excursions. The list will be finalized before we get to Hungen. It is determined by our Partner School with input from Sweet Home. The schedule of days usually runs in a way that we go on an excursion every 2-3 days. There are also many local get-togethers planned for us by our host families. Our partner school in Hungen has always set up an excellent program for us in Germany.

The *tentative* prices are as follows

Airfare ca. \$2,000- dependant upon no. in group

Insurance & Chaperone fees: ca. \$ 300-400

\*Includes Flight, Cancellation, and Health insurance.

Total: ca. \$2,400 + spending money (the Euro is hovering at \$1.10 lately)

Payment schedule:

1. Deposit of \$ 100.00 due February 28. If you want, you may give more. everything is refundable until the airline tickets are purchased. This is done for insurance purposes.
2. Final payment is due on March 27th.
3. Amount is refundable up until purchase of airfare. See cancellation policy (attached)

Make checks payable to: Sweet Home High School Student Exchange

If there are any questions, please contact me at **250-1276** or

**dmurphy@sweethomeschools.org**

## Cancellation Policy:

Since we do not go through a travel agency, cancellation policies are based on what the airlines allow and what our travel insurance offers.

If a participant chooses to cancel and the flight is booked through:

1) Air Canada: the fare is returned minus a \$500 (CA) fee if the higher priced tickets are purchased.

2) Any American-based flight lines: no refunds except what is covered by travel insurance, or if the higher priced tickets are purchased.

-The fee for the travel insurance is non-refundable: (about \$70)

-The chaperone fee is dropped

CANCELLATION  
POLICY