

**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: 7/29/2024

Submitted by: Morris Fried

School: Sweet Home High School

**Part I**

- 1) Date(s) of requested trip: September 20th / 21st
  - a. Time leaving: 10:00 AM
  - b. Time returning: 6:00 PM
- 2) Destination: Watkins Glen High School (Swim Meet) Phone: 607-535-3210
  - a. Estimated mileage – one way: \_\_\_\_\_
- 3) Pupil grade level(s): 7th-12th
  - a. Number of pupils: 15
- 4) Instructional Objectives: The students will be preparing for further swim meets by competing against multiple peer schools in a variety of swim events  
\_\_\_\_\_  
\_\_\_\_\_
- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?):  
The students will physically prepare for the meet during their regular practices and team meetings.  
\_\_\_\_\_  
\_\_\_\_\_
- 6) On Trip: (What instructional activities will occur on the trip?): The students will be competing in a variety of swim events against peer schools  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?): After the meet the athletes will review their performance and gauge further goals and objectives.  
\_\_\_\_\_  
\_\_\_\_\_
- 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: Debra Spence  
\_\_\_\_\_  
\_\_\_\_\_
- 10) Other responsible parties: Patrick McNelis  
\_\_\_\_\_  
\_\_\_\_\_
- 11) Substitutes Needs? Yes ✓ No \_\_\_\_\_ How Many? 1
- 12) Will consent be secured from all parents/guardians? Yes \_\_\_\_\_

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13) a. Will students have to pay for anything? Yes \_\_\_\_\_ No \_\_\_\_\_

b. Will school/activity pay? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, how much? 3,500\$ will be paid in full by the swim club account  
For what? Transportation, Hotels, and Food

14) Has trip cancellation insurance been arranged for the reimbursement of expenses to students? Yes \_\_\_\_\_ No \_\_\_\_\_

15) Will a travel agency/company be used for the 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.

Transportation will be provided by Giorgio's Chauffeured Transportation (716) - 683 - 7455. There is no refund policy

16) Will trip retain the student overnight? Yes \_\_\_\_\_ No \_\_\_\_\_

How many nights? 1

Where? Red Roof Inn - Painted Post

(if the answer to 12 is yes, please fill out Part II)

17) Will teacher substitutes be required? Yes \_\_\_\_\_ No \_\_\_\_\_ How many? 1

a. State mode of transportation requested:

Sweet Home Bus \_\_\_\_\_

Private Car \_\_\_\_\_

Chartered Bus 1 \_\_\_\_\_

Other \_\_\_\_\_

b. Contact the Transportation Department if an outside transportation company is requested. The Transportation Supervisor, must approve all charter bus firms and charter bus drivers before a trip may take place. (Two weeks prior to trip)

Teacher making application: \_\_\_\_\_  
(Signature)

Principal's Recommendation:

Approved: ✓ \_\_\_\_\_

Disapproved: 8/13/24 \_\_\_\_\_

Date: \_\_\_\_\_

C. Schumacher  
(Signature)

Superintendent of Schools Recommendation:

Approved: X \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: 8/14/24 \_\_\_\_\_

M. V. [Signature]  
(Signature)

(Continued)

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Part II  
For Planned Overnight Stays

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

7/29/2024

See Attached Document

- 2) Estimate total cost of trip – itemize:

SCHOOL COSTS

PER STUDENT

(Supplies and Equipment)

All money will be provided by

Swim team fund	\$ 3500	3500/15 students	\$ 233.33
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL	\$ 3500		\$ 233.33

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

Yes -----

No \_\_\_\_\_

chuck a duck / snap funds

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

We anticipate no marginal student contribution.

If a travel agency is to be used, is the 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 the supervision for the trip:

Mrs. Spencer and Mr. McNelis as well as swim officials will ensure proper administration for the duration of the trip.

✓ Teacher application:

(Signature)

School: Sweet Home High School

Date of application: 7/29/2024

Attach to F.T.-2, PART I



## SWEET HOME CENTRAL SCHOOL DISTRICT OVERNIGHT TRIP RULES & REGULATIONS

1. Please note that this trip is an extended field trip of Sweet Home Central Schools, all school rules from the student handbook and consequences are therefore in effect.
2. Information will be given out each night at room check. Please keep in mind that the itinerary is a guide and times may change. Everyone will be given the updates in the evening. All students are required to attend all scheduled events, on time.
3. Students are not permitted to rent or drive a motor vehicle of any kind while on the trip.
4. If you witness or have knowledge of students violating any of these rules, you must report it to the Head Coach immediately.
5. Any use or possession of alcoholic beverages or drugs by any student is not permitted on the trip. Any such student will be removed from the trip. Accompanying action will be the immediate notification of parents and making provision for the earliest available transportation home at the guardian's expense. The implementation of these actions by the director in charge will depend upon the existing circumstances of available transportation, parental notification and other pertinent factors. A member of the school administration will also be notified before the student is sent home.
6. Students who break an establishment's rules or commit criminal actions (shoplifting, etc.) will be dealt with by the establishment and local authorities as well as by the school administration.
7. The use of tobacco products, e-cigarettes, vapes, etc. is strictly prohibited.
8. Electronic devices are permitted for student use on the trip and in the hotel.
9. Rooming Expectations:
  - Students may not leave the room after the announced curfew. Any inter-room visitation or unauthorized departure from the room will be considered a violation and may result in a student being dismissed from the trip. Students are to remain in their rooms from curfew until at least 7:00 a.m. each morning.
  - No boys will be allowed in girls' rooms, or girls allowed in boys' rooms at any time.
  - Students may not leave the hotel without permission from the Head Coach.
  - No one will change rooming assignments without the explicit permission of the Head Coach. This permission will only be granted in the most unusual circumstances.
10. The condition of the rooms is monitored by hotel officials. Any damage in the hotel room should be reported to a chaperone upon check in. Otherwise, you may have to pay for damage you did not cause. Any damage which occurs in any room during our stay will be equally shared by all those assigned to that room.
11. Students will follow all team rules and procedures while on the trip.
12. If a student becomes ill or has an accident during the trip, he or she should immediately seek assistance from a chaperone or Head Coach. Students will be briefed on emergency procedures.
13. If a student is being picked up by someone other than his/her parent, a photocopy of the "guardian's" driver's license is required before departure of trip along with written permission of this additional driver.
14. If a student does not comply with trip rules and regulations, the student may not be eligible for future athletic team trips.

*Please sign the back side of the page and return to your coach.*

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

8460F.1

Dear \_\_\_\_\_,  
Your child's class has scheduled a field trip activity on September 20th through September 21st to \_\_\_\_\_  
(date)

Watkins Glen High School (Swim Meet)  
\_\_\_\_\_  
(destination)

The group will be leaving at 10:00 AM AM/PM and plans to return at 6:00 PM AM/PM on  
September 21st.

Please sign and return the attached form by September 16th.  
(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 Watkins Glen High School (Swim Meet)  
(place)  
I understand that my child will leave on September 20th through September 21st, 10:00 AM  
(date) (time)  
and is expected to return on September 21st, 6:00 PM  
(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 DISTRICT  
OVERNIGHT TRIP RULES & REGULATIONS

8460F.2

<b>TRANSPORTATION REQUEST</b>		<b>INSTRUCTIONS</b> 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: <b>September 20th / 21st</b>		School: <b>Sweet Home High School</b>	
		Destination: <b>Watkins Glen High School (Swim Meet)</b>	
Departure Time From School: <b>10:00 AM</b>		Return Time To School: <b>6:00 PM</b>	
		Group:	
Number of Riders: <b>15</b>	Teacher in charge: <i>Debra Spence</i>	Date Submitted: <b>7/29/2024</b>	Charge To:
Comments: (Include all Directions or Special Instructions)     			
Approved by:		Title:	Date Approved:
THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL			
Date Received: <b>8/13/24</b>		Vehicle: <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Coach	
Comments:     			
Approved by: <i>C. Schumacher</i>		Title: <b>Athletic Director</b>	Date Approved: <b>8/13/24</b>

White-Transportation

Blue-Transportation (Return to Office)

Yellow-Teacher

Pink-Office



# SWEET HOME CENTRAL SCHOOL DISTRICT OVERNIGHT TRIP RULES & REGULATIONS

Trip Location: Watkins Glen High School (Swim Meet)	Date: September 20th / 21st	
	Names:	Cell Number:
Head Chaperone	Debra Spence	716 982-2197
Other Chaperone	Patrick McNelis	5856136149

1. This trip is an official school function and all school rules and regulations are in effect. Students are expected to maintain the highest standards of personal behavior, conduct, and maturity.
2. Any use or possession of alcoholic beverages or drugs by any student will be considered a major violation of rule #1. Any such student WILL BE REMOVED FROM PARTICIPATION IN THE TRIP. Accompanying action will be the immediate notification of parents and making provision for the earliest available transportation home AT THE PARENT'S EXPENSE. The implementation of these actions by the director in charge will depend upon the existing circumstances of available transportation, parental notification and other pertinent factors. A member of the school administration will also be notified before the student is sent home. A referral will be made to the administration for any further action deemed appropriate according to school policy.
3. Students who break an establishment's rules or commit "criminal" actions (shoplifting, etc.) will be dealt with by the establishment and local authorities as well as by the school administration.
  - **Be sure to have cell phone contacts for Principal/ Athletic Director, and Superintendent.**
  - **Any violation of these rules -#2/#3 above-- or any question of violation of these rules- immediately call the Principal/ Athletic Director, If you cannot reach him/her, call the Superintendent**
  - **Maintain a roster of all students and emergency contact sheets.**
4. The use of tobacco products, a-cigarettes, vapes, etc. is strictly prohibited.
5. Electronic devices are permitted for student use on the trip and in the hotel.
6. No one will change rooming assignments without the explicit permission of the head chaperones. This permission will only be granted in the most unusual circumstances.
7. Rooming Expectations:
  - The head chaperone will establish an overnight curfew on each night of the trip. Curfew will be decided each day by the chaperones depending upon the arrival time back at the hotel.
  - Students may not leave the room after the announced curfew. Any inter-room visitation or unauthorized departure from the room will be considered a violation and may result in action described in rule #2. Students are to remain in their rooms from curfew until at least 7 am each morning.
  - No boys will be allowed in girls' rooms, or girls allowed in boys' rooms at any time.
  - Students may not leave the hotel without permission from the chaperones.
    - **Check/ search all bags before departing for any materials that should not be on the trip.**
    - **Tape student rooms at night to enforce curfews.**
8. Students will follow all chaperone rules and procedures while on the trip.
 

**Keep the group together when feasible. At times and depending on context, this may not be possible. In those cases, apply common sense, express your expectations for students clearly.**

**Establish guidelines for student movement on the trip that make sense given the age of the students and the area that you are in, always err on the side of student safety.**

**Students should never be allowed to go somewhere outside the hotel alone. Always in a group. Double check to verify that all students are accounted for whenever you leave a venue.**
9. If a student becomes ill or has an accident during the trip, he or she should immediately seek assistance from a chaperone (always available). Students will be briefed on emergency procedures.
  - **Immediately notify parents of any illness or accident. Collaborate on a medical action plan if needed. Notify the administrator as soon as possible.**
10. If your child is being picked up by someone other than his/her parent, a photocopy of the "guardian's" driver's license is required before departure of trip.
 

**Be sure to stay on site upon return until all students have been picked up by a parent/ guardian or an identified "other" person.**

SWEET HOME CENTRAL SCHOOL DISTRICT  
OVERNIGHT TRIP RULES & REGULATIONS

I, \_\_\_\_\_ the parent/guardian  
of \_\_\_\_\_ have read and agree to  
all the terms and conditions as outlined within the rules and regulations form. I  
understand that should my son/daughter not abide by all the rules, he/she would be  
sent home immediately. I would pay all expenses related to his/her transport home.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature Student cell phone

I can be reached at the following numbers during the trip:

Cell phone 1: \_\_\_\_\_

Cell phone 2: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work hours: \_\_\_\_\_

*If you are unable to reach me, you may call the following contacts:*

Emergency Contact #1

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Emergency Contact #2

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Relationship to student: \_\_\_\_\_



# **SWEET HOME GIRLS SWIMMING**

## Itinerary for Overnight Trip

### Invitational at the Glen, Watkins Glen, NY

<b>Friday, September 20th, 2024</b>	
10:00-10:30am	Prepare to depart from SH High School -Overnight bags are loaded onto bus -Wegmans subs for lunch are delivered
10:30-1:00pm	Bus travels to Painted Post, NY Check in to Red Roof Inn 304 S Hamilton St, Painted Post, NY 14870-9702- 8 rooms acquired each with 2 queen beds -3 swimmers per room, swimmer rooms will be provided cots -1 coach per room -1 room for bus driver (comped)
2:30-3:00	Leave to go to Watkins Glen High School
3:00-7:30pm	Participate in preliminary session of Invitational at the Glen
7:30pm-8:30pm	Travel Back to the Hotel
8:30pm	Team dinner at Red Roof Inn -Pizza and/or pasta delivered
10:00pm	<b>Room checks</b>
10:30pm	<b>Lights out</b>
11:00pm	<b>Room checks</b>
<b>Saturday, September 21st, 2024</b>	
8:30-9:30am	Hot breakfast provided by hotel
9:30-11:00am	Active and passive recovery, mental preparation for finals session
11:00-11:30am	Prepare to check out and depart hotel -Players bring all personal items -Overnight bags are loaded onto bus
11:30-12:00pm	Bus travels to Watkins Glen HS
12:00pm-4:30pm	Participate in finals session of Invitational at the Glen
4:30-7:30pm	Depart for Buffalo, NY -Team boards and loads bus for final trip back to SH High School -Team stops for dinner en route (Depending on # of student athletes going home with parents)
7:30pm	Arrival at SH High School -Parents meet at school for pick up