Ballston Spa Central School District

ATHLETIC FIELD TRIP REQUEST FORM

Today's date _9/20/2024_____Field trip date__12/27/24____ Return Date_12/28/24_____

X I/We request approval for the field trip outlined below
X I/We request that transportation be provided for this field trip.
(Check one) ☐ School District ☒ Contract carrier*
*Name of Carrier _Yankee Trails_____

School transportation **will only be provided for trips within Section 2.** Overnight trips within the Section will require a split trip.

Team____Varsity Girls Basketball_____

Coach (es) Morse/Larson_____

Sponsor_X_Girls BBall Booster Club_____ Destination __Cortland HS_

Educational/Competitive Purpose: _Tournament_____

_____

_____

Are instructional substitutes required? ☐Yes X **No** If Yes, how many?_____
(Attach a copy of professional development request form requesting substitute funds)

How will this trip be funded? X **Booster Club** ☐ Fund raising☒ Other (Please Specify) _____Split bus with school_____
(If fund raising is needed, please attach a completed request for fund raising form)

Time of departure:_8:00_ **AM** PM (Circle one) Pick-up location_HS Lobby___

Time of Return:_8:00___ AM **PM** (Circle one) Drop-off location_HS Lobby___

Number of student participants:__14_____ Number of chaperones:____2_____

Itinerary for trip: (Please attach. This should include name(s) of chaperones, opponents, lodging, and contact phone numbers)

Indicate any monies student participants are responsible for: $_____

Administrative Authorization

Director of Athletics _____ Approved ✓ Disapproved ___ Date 9/27/24

Building Principal _____ Approved ✓ Disapproved ___ Date 9/30/24

Superintendent_____ Approved ___ Disapproved ___ Date_____

Board of Education_____ Approved ___Disapproved ___ Date_____

Approximately 8:00am- Leave Ballston Spa 220 Ballston Ave

Approximately 11:00am- Arrive at Cortland HS 8 Valley Dr Cortland NY

Approximately 5:00pm- Eat at Pontillos 124 Groton Ave Cortland NY

Approximately 6:30pm- Check into hotel Hampton Inn 26 River St, Cortland, NY 13045

Approximately 10am- Check out of hotel

Approximately 3pm- Head back to Ballston Spa from Cortland HS