

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

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

Submission Date: _____

Submitted by: Brandon Woods

School: Sweet Home MS/H.S.

School Counselor/Varsity Basketball Coach

Part I

- 1) Date(s) of requested trip: 2/20 - 2/21
 - a. Time leaving: 1:15 pm 2/20
 - b. Time returning: 8:30 pm 2/21
- 2) Destination: Binghamton NY Binghamton University Phone: _____
 - a. Estimated mileage - one way: 201 miles
- 3) Pupil grade level(s): Varsity Basketball Team
 - a. Number of pupils: 14 Student Athletes 4 Coaches
- 4) Instructional Objectives: Provide our Student Athletes w/ a College Basketball experience. Touring a College Campus to better understand the application process & which programs they be interested in.
- 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 D1 College Campus. We will also be scrimmaging Union Endicott who is a well respected program.
- 6) On Trip: (What instructional activities will occur on the trip?) On Friday Feb 21st we will attend a tour of the Binghamton University Campus. Our Athletes will learn about the programs offered & speak w/ admissions about App Process.
- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?) The hope is that the College Visit will inspire, motivate & encourage our Student Athletes to pursue Post secondary education. This will also help us get ready for our Sectional run.
- 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: _____

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- 11) Substitutes Needs? Yes _____ No _____ 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? _____
For what? Fast Food on the way home Friday after the Scrimmage
- 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 _____
- 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 night
Where? Binghamton 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 _____
Private Car X Driving down / w Coaches + Parents.
Chartered Bus _____
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 the trip)

Teacher making application: Brendan Woods
(Signature)

Principal's Recommendation:

Approved: C. Schindler
Disapproved: _____
Date: 1/28/2025
C. Schindler
(Signature)

Superintendent of Schools Recommendation:

Approved: M. L. [Signature]
Disapproved: _____
Date: 1/31/25
M. L. [Signature]
(Signature)

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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)		PER STUDENT	
<u>6 hotel rooms</u>	\$ <u>741.56</u>		\$ _____
<u>18 Players/Coaches</u>	\$ _____		\$ _____
_____	\$ _____		\$ _____
_____	\$ _____		\$ _____
_____	\$ _____		\$ _____
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 Funds will come from our Basketball Account.

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

Account/Parents + Donations will take care of Pizza + Wegmans
Subs ~~Tues~~ Friday for lunch.

If a travel agency is to be used, is cancellation insurance provided? Yes _____ No X
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: Brenda Woods

School: Sweet Home Middle Date of application: 1/23/25

Attach to F.T.-2, PART I

SWEET HOME MEN'S BASKETBALL

Itinerary for Overnight Trip

Away Scrimmage against Union Endicott.

Thursday, February 20, 2025	
11:00-12:30pm	Practice in SH High School main gym
12:30-1:15pm	Prepare to depart from SH High School -Players change/shower -Overnight bags are loaded onto bus -Wegmans subs for dinner are delivered
1:15-4:45pm	Bus travels to Binghamton, NY -Destination is Binghamton University Campus
4:45pm	Microtel Inn & Suites by Wyndham Binghamton 400 Prospect St, Binghamton NY 13905 -6 rooms acquired each with 2 queen beds and 1 cot -4 players per room -2 coaches per room
5:20-5:30 pm	Drive to Bookstore (Provide student athletes a chance to grab stuff) Main Gym on Binghamton University
6:07 pm-8:00 pm	Binghamton University host New Hampshire Wildcats
8:15pm	Return to hotel - Pool time -Pizzas delivered to hotel for players -Players have 2 hours until room checks
10:15pm	Room checks
10:30pm	Lights out
11:00pm	Room checks
Friday, February 21, 2025	
8:00am-9:00am	Hot breakfast provided by hotel
9:00am-9:30am	Team pre-game walkthrough/film in hotel conference area
9:30am-10:00am	Prepare to check out and depart hotel -Players bring all personal items -Overnight bags are loaded cars
10:15am-10:30am	Cars travels to Binghamton University -Destination Binghamton University Admissions Office
10:45am-1:00pm	College Tour of Binghamton University
1:00pm - 2:00pm	Lunch Wegmans
2:30pm - 5:30pm	Head to Union Endicott High School for scrimmage
5:30pm - 8:30pm	Arrival at SH High School -Parents meet at school for pick up

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

Players Attending: 14 student athletes.