

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: 10/31/2025
Submitted by: _____
School: _____

Part I

- 1) Date(s) of requested trip: April 4th - April 11th 2026
 - a. Time leaving: 10:00 am
 - b. Time returning: 3:00 pm
- 2) Destination: Myrtle Beach S.C. Phone: _____
 - a. Estimated mileage - one way: 830 miles
- 3) Pupil grade level(s): 8th - 12th Varsity Level Baseball
 - a. Number of pupils: 17
- 4) Instructional Objectives: Spring Training
- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?): Importance of representing school with good behavior, sportsmanship, and respect during the trip. Team goals and how we plan to reach those goals.
- 6) On Trip: (What instructional activities will occur on the trip?) 5 Scrimmages, batting cage time, and practices.
- 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 team will participate in a reflection session to discuss what they learned both on and off the field. Written evaluation on how the trip helped them grow in areas such as teamwork, skill development, discipline, and team bonding.
- 8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip? They will begin practice with team upon return.
- 9) Supervising teachers: Jon Campolo, Zach Garland
- 10) Other responsible parties: Tim Gardner (driver #2)

(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

- 2) Estimate total cost of trip - itemize:

SCHOOL COSTS (Supplies and Equipment)		PER STUDENT	
<u>2 Vans + gas</u>	<u>\$4200</u>	<u>16 players</u>	<u>\$500</u>
<u>Food + Entertainment</u>	<u>\$7000</u>		<u>\$</u>
<u>Hotels on way</u>	<u>\$1100</u>		<u>\$</u>
<u>Hotel MB</u>	<u>\$9785</u>		<u>\$</u>
<u>Misc</u>	<u>\$1000</u>		<u>\$</u>
TOTAL	<u>\$23085</u>	<u>- \$15000 Meat Raffle</u>	<u>\$8000</u>

- 3) Will students be raising money for this trip? If so, how much and how? = 8,085
(See Board of Education Policy #1423)

Yes ☒ No ☐ Meat Raffle + Community Bottle Collection

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

If trip is cancelled anything funded will be returned to parents/players

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: Jon Campolo and Zach Garland will be in charge of all players

Teacher applicant: Jon Campolo

School: Sweet Home HS.

Date of application: 10/20/25

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 ☒ No _____
If so, how much? Approximately after all fundraisers \$500
For what? Loans (Ripken), food, and entertainment
- b. Will school/activity pay? Yes ☒ No _____
If so, how much? Cost of trip Approx \$23,000
For what? Baseball will pay for remaining costs, for food, and room and entertainment
- 14) Has trip cancellation insurance been arranged for the reimbursement of expenses to students?
Yes _____ No ☒ (If cancelled money will be refunded)
- 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.

- 16) Will trip retain the students overnight? Yes ☒ No _____
How many nights? 7
Where? Breakers Resort Myrtle Beach SC
(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 _____
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: _____
(Signature)

Principal's Recommendation: Chris Schiano

Superintendent of Schools Recommendation:

Approved: [Signature]

Approved: MW 11/13/25

Disapproved: _____

Disapproved: _____

Date: 11/4/2025

Date: _____

C. Schiano
(Signature)

[Signature]
(Signature)

(Continued)

Myrtle Beach Spring Trip Itinerary

Myrtle Beach is 830 miles away, and the approximate drive time is 13 hours and 48 minutes.

1. Van Rental + gas = \$4200

Saturday April 4th – Meet at High School parking lot at 9:00 am. Load vans with equipment, water, snacks, and anything sent down. Load the 2 twelve seat vans from Avis or Budget Rental with players. We plan to get on the road at **10:00 am**.

There will be multiple stops for bathroom breaks, and food on the way down to Winston Salem NC approximately 9.5 hours away. Holiday Inn Express Winston-Salem Medical Ctr Area
110 Miller Street SW, Winston-Salem, North Carolina 27103. = \$104 per room per night

5 Rooms @ \$104 per night = \$600 after taxes

Pizza for players \$300

2. \$900

Sunday April 5th- Eat breakfast at continental breakfast buffet as a team at 8:00 am. Get on the road by 9:00 am to head to Myrtle Beach SC. That is 3.5 hours away.

1:00 pm arrive in SC and at Breakers Myrtle Beach Resort: **Address:** 2104 N Ocean Blvd,
Myrtle Beach, SC 29577

Phone: (843) 444-4444

1:00 -3:00 team can unpack, Team Lunch, and go to beach for team cornhole competition.

3:30 – 5:30 Swim / Beach

6:00 - 8:00 – Team Dinner - Eat at TOPGOLF!!! = **\$1300 with dinner and tip**

8:30 – 11:00 – Team Meeting / chalk talk about tomorrow's game/ Team bonding activities

11:30 lights outs - All players in designated rooms.

3. Food for Rooms = \$500 + \$1300 for dinner and golf = \$1800

Monday April 6th 6:30 am Breakfast (Individual – Rooms will be stocked with food.).

8:30 – 11:30 – team bonding activities – Team jog on beach, beach cornhole, beach volleyball

11:30 – 2:30 – Go to rooms for lunch and get ready for game

2:30 – 6:00pm – Leave for scrimmage @4:00 Elmira HS @ SH (Ebbets nField)

6:30pm – Leave to go to **Grumpy Monk** (Buffalo owned with logo somewhere in dining room)

9:30 pm – head back to hotel

9:30 pm – 11:00 team bonding – cornhole on the beach

11:30 pm head back to room and lights out

4. **Team Dinner = \$625**

Tuesday April 7th - 8:00 am - 9:00 am Breakfast (Individual – Rooms will be stocked with food.).

9:15 – 1:15 Scrimmage @ 11:00 am SH @ Penfield HS (Grand Park Field 7)

1:30 – 4:30 - Lunch in own rooms and beach / pool time

5:30 – 9:30 – Leave for dinner **Margarittaville @ Broadway at the beach and go to shops and areas there.**

10:00 – 11:00 – Team meeting and team bonding activities.

11:30 stay in the hotel area and lights out and in rooms at 12:00

5. **Team Dinner = \$625**

Wednesday April 8th – 9:00 am - 10:00 am Breakfast (Individual – Rooms will be stocked with food.)

10:00 – 11:00 Team meeting.

11:30 – Light lunch in rooms

12:00 – 1:30 - Light practice

3:00 – 5:00 - Early Dinner at **Hard Rock Cafe**

5:30 – 7:00 – Get ready for Scrimmage

7:30pm - 11:00pm – Scrimmage @ 9:00pm SH @ St. Joes (Crosley Field)

11:00 – 11:30pm Wind down and then lights out All players to designated rooms.

6. **Team Dinner = \$625 + Food for rooms replenish \$500 = \$1125**

Thursday April 9th – 9:00 am - 10:00 am Breakfast (Individual – Rooms will be stocked with food.).

10:00 – 1:30 Scrimmage against FDR @ SH Griffith Field @ 11:00am

2:00 – 4:00 – Team Bonding Beach Volleyball, Cornhole, Swim

4:30 – 10:00 Team Dinner at **Chipotle and then Coastal Carolina Game!!**

10:00 – 11:00 Team bonding, beach cornhole,

11:30 – 12:00 Wind down and then lights out All players to designated rooms.

7. **Team Dinner + Entertainment - \$1300**

Friday April 10th- 8:00 am - 9:00 am Breakfast (Individual – Rooms will be stocked with food.).

9:00 –10:00 Pack vans to leave Myrtle Beach, SC to drive approximately 9.5 hours to:

Hampton Inn & Suites Harrisburg/North

30 Capital Dr, Harrisburg, PA 17110, US

[See Map](#)

[833-372-3575](#)

8. 5 rooms at \$104 each = \$600 after taxes

Saturday April 11th 8:00 am to 9:00 am (Breakfast at the hotel) Leave by 9:30 to head back to Buffalo. Drive is approximately 5 hours with stops. Pull in 1901 Sweethome Road (High School) at approximately 2:00 pm

$\$11,175 + \text{Ripken 5 nights } \$9,785 = \$20,960 / 17 = \$1232$

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: 11/11/2025

Submitted by: Patrick McNelis

School: High School

Part I

- 1) Date(s) of requested trip: January 16-17, 2026
 - a. Time leaving: 10:00 AM
 - b. Time returning: 3:30 PM
- 2) Destination: Churchville-Chili CSD Phone: _____
 - a. Estimated mileage – one way: 59 miles
- 3) Pupil grade level(s): 7-12
 - a. Number of pupils: 16
- 4) Instructional Objectives: To enhance student-athletes' athletic ability and capacity by participating in a high stakes invitational meet

- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?):
The student-athletes will attend swim practices to develop and strengthn their swimming skills for participation in the meet

- 6) On Trip: (What instructional activities will occur on the trip?): Patricipation in high stakes swim meet prior to postseason
The team will also participate in a nature hike at a local NYS park

- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?): Continued participation in the swim program to further enhance and progress swimming abilities

- 8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip?

- 9) Supervising teachers: Patrick McNelis, Varsity Head Coach

- 10) Other responsible parties: Julia Connerton, Varsity Assistant Coach

- 11) Substitutes Needs? Yes X No X How Many? _____
- 12) Will consent be secured form all parents/guardians? Yes X

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

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13) a. Will students have to pay for anything? Yes _____ No X _____

b. Will school/activity pay? Yes X _____ No _____
If so, how much? \$128.13 _____
For what? Transportation, hotel accommodations, 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.

16) Will trip retain the student overnight? Yes X _____ No _____

How many nights? 1 _____
Where? Irondequoit, 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 _____
Chartered Bus _____
Other Rented vans _____

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: 11/12/25 (CS)
Disapproved: _____
Date: _____

C. Schind
(Signature)

Superintendent of Schools Recommendation:

Approved: 11/13/25
Disapproved: _____
Date: _____

[Signature]
(Signature)

(Continued)

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

Part II
For Planned Overnight Stays

8460F
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- 1) Complete itinerary for each day including locations and times:

11/11/2025

See attached

- 2) Estimate total cost of trip – itemize:

SCHOOL COSTS

(Supplies and Equipment)

Hotel rooms	\$ \$1,050.00
Pizza/pasta dinner	\$ \$200
Lunch	\$ \$200
15 passenger vans (2)	\$ \$600
	\$

PER STUDENT

\$1,050/16	\$ \$65.63
\$200/16	\$ \$12.50
\$200/16	\$ \$12.50
\$600/16	\$ \$37.50
	\$

TOTAL

\$ NaN

\$ 128.13

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

Yes _____

No ☒ _____

Funds will be raised via entry fees to our invitational on January 10, 2026

- 4) Please describe the student refund policy in the event of the cancellation of the trip: N/A, as they will not pay

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

Yes _____

No ☒ _____

- 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: The head and assistant coach will be responsible for supervising every aspect of the trip

Teacher application: _____

(Signature)

School: High School

Date of application: 11/11/2025

Attach to F.T.-2, PART I

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 _____ to
(date)

Churchville-Chili CSD

(destination)

The group will be leaving at 10:00 AM AM/PM and plans to return at 3:30 PM AM/PM on

Please sign and return the attached form by _____
(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 Churchville-Chili CSD
(place)

I understand that my child will leave on _____, 10:00 AM
(date) (time)

and is expected to return on _____, 3:30 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

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 OVERNIGHT TRIP RULES & REGULATIONS

Trip Location: Churchville-Chili CSD		Date: January 16-17, 2026	
		Names:	Cell Number:
Head Chaperone		Patrick McNelis, Varsity Head Coach	585-613-6149
Other Chaperone		Julia Connerton, Varsity Assistant Coach	716-255-2306

- 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.
- 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.
- 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.**
- The use of tobacco products, a-cigarettes, vapes, etc. is strictly prohibited.
- Electronic devices are permitted for student use on the trip and in the hotel.
- 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.
- 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.**
- 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.
- 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.**
- 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 BOYS SWIMMING

Itinerary for Overnight Trip

Rochester, New York

Friday, January 16, 2026	
8:30-9:00am	Prepare to depart from SH High School
9:00am-10:30pm	Van travels to SUNY Geneseo 1 College Circle Geneseo, New York, 14454
10:30-12:30pm	Swim practice at SUNY Geneseo
12:20-1:30pm	Boxed lunch at SUNY Geneseo
1:30-2:00pm	Travel to Letchworth State Park 1 Letchworth State Park Castile, New York, 14427
2:00pm-4:30pm	Tour Letchworth State Park
4:30pm-4:45pm	Reboard vans to travel to Irondequoit, NY
4:45pm-6:00pm	Van travels to Irondequoit, NY Check in to Hampton Inn 1323 Ridge Road, Rochester, NY, 14621 (585) 339-3500 -7 rooms acquired each with 2 queen beds -3-4 swimmers per room -1 coach per room
6:30pm	Team dinner at Hampton Inn -Pizza and/or pasta delivered
10:00pm	Room checks
10:30pm	Lights out
11:00pm	Room checks
Saturday, January 17, 2026	
7:30-8:15am	Hot breakfast provided by hotel
8:15-8:30am	Prepare to check out and depart hotel -Athletes bring all personal items -Overnight bags are loaded onto van
8:30-9:00am	Bus travels to Churchville Chili HS
9:00am-2:00pm	Participate in CC Classic
2:00-2:15pm	Depart for Buffalo, NY -Team boards and loads van for final trip back to SH High School
3:30pm	Arrival at SH High School -Parents meet at school for pick up