SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

Overnight Trips
Utilizing Chartered Busses, Planned Overnight Stays and/or Trips with Student Fees

Submission Date: 6/26
Submitted by: Tim Cardinal
School: SH High School

Part I

1) Date(s) of requested trip: Fri 12/18 - Sat 12/19

a. Time leaving: 9:00 AM
b. Time returning: 10:00 PM

2) Destination: Schenectady, NY * Phone: *

a. Estimated mileage – one way: 275 mi

3) Pupil grade level(s): 10 9-12

a. Number of pupils: 25 20

4) Instructional Objectives: promote team work and collaboration, character development, relationship building and exposure to new experiences

5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?): Students will have plan, pack, pick roomates and complete their school work early

6) On Trip: (What instructional activities will occur on the trip?): team building activities and a guided tour of the Venue (MT Bank Center)

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 trip, students will reflect on their trip experience

8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip? All players on roster are expected to attend. Players that do not attend will follow their normal school day schedule

9) Supervising teachers: Tim Cardinal, Joshua Montalbo, Brandon Cefelu and Brian Bellis

10) Other responsible parties: none

11) Substitutes Needs? Yes ✓ No _____ How Many? 2

12) Will consent be secured form all parents/guardians? Yes ✓

* MT Bank Center
518-557-4445

* Hampton Inn
518-377-4500

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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? $7,000
For what? Charter bus, hotel, meal

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 ✓ No _____

How many nights? 1
Where? Hampton Inn
(if the answer to 12 is yes, please fill out Part II)

17) Will teacher substitutes be required? Yes ✓ No _____ How many? 2

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. 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: Yes
Disapproved: _____
Date: 6/30/26

_____
(Signature)

Superintendent of Schools Recommendation:

Approved: _____
Disapproved: _____
Date: _____

_____
(Signature)

(Continued)

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

Part II
For Planned Overnight Stays

8460F
3 of 3

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

See attachment

2) Estimate total cost of trip – itemize:

SCHOOL COSTS (Supplies and Equipment)		PER STUDENT (20)	
	$		$
Charter bus	$ 4340	Bus	$ 217
Hotel	$ 1600	Hotel	$ 80
dinner (12/18)	$ 800	dinner	$ 40
	$		$
TOTAL	$ 6,740		$ 337

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

Yes ✓ No ____ fundrausing and donations

4) Please describe the student refund policy in the event of the cancellation of the trip: Niagara Scenic issues full refund in school/roads are closed.

If a travel agency is to be used, is the cancellation insurance provided? Yes ____ No ____
Attach the company's refund and cancellation policy. * not using travel agency

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: players will be under constant surveillance from departure on Fri 12/18 through return on Sat 12/19

Teacher application: _____
(Signature)

School: High School

Date of application: 6/26/2026

Attach to F.T.-2, PART I

SWEET HOME CENTRAL SCHOOL DISTRICT
OVERNIGHT TRIP RULES & REGULATIONS

8460F.2

TRANSPORTATION REQUEST	INSTRUCTIONS 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:	School:	Destination:	
Departure Time From School:	Return Time To School:	Group:	
Number of Riders: 25	Teacher in charge:	Date Submitted:	Charge To:

Comments: (Include all Directions or Special Instructions)

Approved by:	Title:	Date Approved:

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

Date Received:	Vehicle: [ ] Van [ ] Bus [ ] Coach

Comments:

Approved by:	Title:	Date Approved:

White-Transportation Blue-Transportation (Return to Office) Yellow-Teacher Pink-Office

HOLIDAY TOURNEY

Schedule 12/18

Game #1 (5:45) Mohawk Valley vs Lasalle

Game #2 (8:15) SHDPNT vs Niskayuna Hockey

Schedule 12/19

Game #3 (3:15) SHDPNT vs Lasalle

Game #4 (5:45) Mohawk Valley vs Niskayuna

Lodging

Hampton Inn Schenectady

450 State Street
Schenectady, New York, USA, 12305
518-377-4500

FRI 12/18 & SAT 12/19

M&T Bank Center
101 Harborside Drive
Schenectady, NY12305

M&T Bank Center

The M&T Bank Center is a multi-purpose venue in Schenectady, New York. Opened in August 2025, the venue is located near Rivers Casino and is home to Union College hockey games and the NY Phoenix of the TBL.

PARTICIPANTS

Niskayuna Hawkes (II)

Lasalle Cadets (II)

Mohawk Valley Jugglers (III)

Itinerary

Friday 12/18

9:00 Depart SHHS
11:30 Lunch at Chic-Fil-A (Canastota, NY) ***not provided by team***
2:00 Arrive/check in Hampton Inn
4:00 Team Dinner at ?????
5:30 Arrive/guided tour of M&T Bank Center???
8:15 Game versus Niskayuna
10:30 Arrive Hampton Inn
11:00 Bed check

Saturday 12/19

8:00 Team breakfast at HI
10:30 Check out HI/Union College visitation
12:00 Lunch at ????? ***not provided by team***
1:30 Arrive MT Bank Center
3:15 Game versus Lasalle
5:30 Depart MT Bank Center/pizza party on bus/Bears @ Bills 8:00
9:30 Arrive SHHS

Coach Contact Info

Coach Montalbo	289.501.6381
Coach Bellis	812.9852
Coach Cefelu	523.8738
Coach Cardinal	472.6177