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: 9/9/2026
Submitted by: Patrick McNelis
School: High School

Part I

1) Date(s) of requested trip: October 9-10, 2026

   a. Time leaving: 10:00am
   b. Time returning: 5:00pm

2) Destination: Rochester, NY Phone: _____

   a. Estimated mileage – one way: 75

3) Pupil grade level(s): 7, 11

   a. Number of pupils: 5

4) Instructional Objectives: Participate in interscholastic swimming competitions to improve swimming abilities

5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?):
Swim practices and competitions to enhance and develop their swimming abilities

6) On Trip: (What instructional activities will occur on the trip?): Swim in a tri-meet against Rush-Henrietta CSD and Letchworth-Perry, and then swim in an invitational at Churchville-Chili CSD

7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?): Continue practices and competitions to solidify 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

10) Other responsible parties: _____

11) Substitutes Needs? Yes _____ No XX How Many? _____

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

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

b. Will school/activity pay? Yes XX No _____
If so, how much? $1,600
For what? Hotel accommodations, van rental, museum admission, and food

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

15) Will a travel agency/company be used for the trip? Yes _____ No XX
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 XX No _____

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

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

a. State mode of transportation requested:
Sweet Home Bus _____
Private Car _____
Chartered Bus _____
Other XX

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: _____
Date: 9/15/2026

C. Sch
(Signature)

Superintendent of Schools Recommendation:

Approved: ✓
Disapproved: _____
Date: 9/23/26

(Signature)

(Continued)

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Part II
For Planned Overnight Stays

1) Complete itinerary for each day including locations and times: 9/9/2026

See attached

2) Estimate total cost of trip – itemize:

SCHOOL COSTS (Supplies and Equipment)		PER STUDENT	
Hotel	$ $767.22	/5	$ $153.44
Van rental	$ $276.33	/5	$ $55.27
Food (three meals each)	$ $300	/5	$ $60
Museum admission	$ $120	/5	$ $24
	$		$
TOTAL	$ 1463.55		$ 292.71

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

Yes XX No _____ Host girls swim invitational on 10/3/2026

4) Please describe the student refund policy in the event of the cancellation of the trip: No refund necessary

If a travel agency is to be used, is the cancellation insurance provided? Yes _____ No XX
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: The swim coach will supervise the five swimmers at the museum, hotel, and pools

Teacher application: _____
(Signature)

School: High School Date of application: 9/9/2026

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)
Rochester, NY
(destination)
The group will be leaving at 10:00am AM/PM and plans to return at 5:00pm 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 Rochester, NY
(place)
I understand that my child will leave on _____, 10:00am
(date) (time)
and is expected to return on _____, 5:00pm
(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 by 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 chance. 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 uponthe 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: Rochester, NY	Date: October 9-10, 2026	
	Names:	Cell Number:
Head Chaperone	Patrick McNelis	585-613-6149
Other Chaperone		

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 roomsfrom 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 curlews.***

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.

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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

Rochester, New York

Friday, October 9, 2026	
10:00-10:30am	Prepare to depart from SH High School
10:30am-12:00pm	Van travels to Strong Museum of Play 1 Manhattan Square Rochester, New York, 14607
12:00-3:00pm	Observe and interact with the exhibits and activities of the museum
3:00-3:30pm	Picnic lunch in museum cafeteria
3:30-4:00pm	Reboard van, van travels to Rush Henrietta HS
4:30-7:30pm	Tri-meet against Rush Henrietta HS and Letchworth-Perry
7:30pm-7:45pm	Van travels to Greece, NY Check in to Residence Inn 500 Paddy Creek Circle (585) 865-2090 -2 rooms acquired -One 2-BR suite with two king beds and a pullout sofa bed (to host all five swimmers) -One studio for the head coach
8:15pm	Team dinner at Residence Inn -Pizza and/or pasta delivered
10:00pm	**Room checks**
10:30pm	**Lights out**
11:00pm	**Room checks**
Saturday, October 11, 2025	
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	Travel to Churchville Grill
2:15-3:30pm	Lunch at Churchville Grill
3:30-5:00pm	Depart for Buffalo, NY -Team boards and loads van for final trip back to SH High School
5:00pm	Arrival at SH High School -Parents meet at school for pick up