Ballston Spa Central School District

ATHLETIC FIELD TRIP REQUEST FORM

Today's date 10/1/26 Field trip date 12/11/26 Return Date 12/12/26

- [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 Wade Tours

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

Team Boys Varsity & JV Basketball

Coach (es) Ben Eldridge, Ryan O'Reilly, Jared Stenglein, Toby Youngblood, Brannigan Bryant

Sponsor _____ Destination Auburn, NY

Educational/Competitive Purpose: Two Non-League tournament games each for Varsity and JV basketball

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

How will this trip be funded? ☒ Booster Club ☐ Fund raising ☒ Other (Please Specify) & Athletic Department
(If fund raising is needed, please attach a completed request for fund raising form)

Time of departure: 12:30 AM **PM** (Circle one) Pick-up location **HS**

Time of Return: 6:00 AM **PM** (Circle one) Drop-off location **HS**

Number of student participants: 28 Number of chaperones: 5

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 10/1/26

Building Principal _____ Approved ✓ Disapproved ___ Date 10/1/26

Superintendent _____ Approved ___ Disapproved ___ Date _____

Board of Education _____ Approved ___ Disapproved ___ Date _____

Time		Schedule
12:30 PM	12/11/26	Leave Ballston Spa High School (From the Main Loop, 220 Ballston Ave, Ballston Spa, NY 12020)
3:30 PM		Arrive at Hilton Garden Inn (74 State Street, Auburn, New York, 13021)
4:00 PM		Leave hotel
4:15 PM		Arrive at Cayuga Community College (197 Franklin St, Auburn, NY 13021)
8:45 PM		Leave Cayuga Community College (197 Franklin St, Auburn, NY 13021)
9:00 PM		Arrive at Hilton Garden Inn (74 State Street, Auburn, New York, 13021)
??? not before 9AM	12/12/26	Leave Hilton Garden Hotel (74 State Street, Auburn, New York, 13021)
???		Arrive at Cayuga Community College (197 Franklin St, Auburn, NY 13021)
		10:30 am or 12:15 pm possible game times
12:30 PM		Earliest Depart Cayuga Community College
3:00 PM		Latest Depart Cayuga Community College
3 hours later		Arrive back at Ballston Spa High School (Main Loop, 220 Ballston Ave, Ballston Spa, NY 12020)

RECEIVED

OCT 08 2026

BUSINESS OFFICE