


FIELD TRIP APPLICATION

FORM MUST BE TYPED

Submit all copies to the school office. Upon the approval of the Principal, all copies will be forwarded to the Assistant Superintendent's Office. Only upon the receipt of an approved copy from Central Office, should any preparations be initiated. Permission slips, signed by parents, are required. Principal and teacher copies will be returned by Transportation Department, which will verify bus costs.

1. Trip Request

a. School: **FHS** b. Group taking trip: **Concert Choir/Dance** c. Organizer/Teacher/Advisor: **WALTON** Phone # (W): **6610**

d. Teacher's Signature: 

2. Destination/Itinerary

a. Name: **Disney World (Choral Festival/ Dance Performance)** Contact Person: **Vicki Dennis; Short Hills Tours** c. Phone #: **973.467.2113** d. Address: **46 Chatham Road Short Hills, NJ** e. Itinerary (Purpose, activity, special requirements, provision for late return, etc.) **Choir: Participation in the Disney Honor Choral Festival. Dance: Public Performance in Downtown Disney.**

3. Duration of Trip

- a. Type of trip ☐ School day trip ☐ Extended day trip ☒ Overnight trip—if so, number of day **5 d/4 n**
b. Departure from School: Date: **April 22** Time: **3:00AM**
c. Arrival time from destination to school: Date: **April 26** Time: **1:00AM**

4. Attendees

a. # of teachers: **2** (list of names): **T. Walton, I. Rivera** b. # of Chaperones (not staff): **8 (Choir Parents)** c. # of students: **45** d. # of others: Explain: **0** e. Total number of attendees: **55**

5. Transportation a. Method of travel: **Coach Bus** Bus requirements (if necessary): # of school buses (54 psg.): # of coaches (49 psg.): **1** # of school vans (20 psg.): wheelchairs accommodations? **1**

6. Expenses- **\$1055.00 per person** (price includes transportation to and from the airport, airline tickets, lodging, 2 daily meals, festival admission, theme park & show admission)

	Total \$
a. Est. bus costs: # Hours x # buses x	
b. Other transportation costs (Airline & Coach Bus fees)	00.00
c. Cost of Admission Fees (FESTIVAL DISNEY, DISNEY & UNIVERSAL THEME PARKS)	00.00
d. Meals	00.00
e. Lodgings (Disney's Port Orleans)	00.00
f. Other Expenses	

g. TOTAL (a-f) **58,025.00**

h. Transportation Account # to be charged #11-000-270-512- -

7. How will total cost (6g) be paid? ALL COST WILL BE PAID BY PARTICIPANTS

Amount paid: by school district	00.00
by students	47,475.00
*by other means (chaperone cost)	10,550.00

*Explain (i.e., PTSO, etc.): **a portion of expenses will be offset by fund- raising opportunities**

TOTAL (should = 6g) **\$58,025.00**

AUTHORIZATIONS:

Principal's Signature: Thomas F. DiGeroni Approved/Not Approved Date: 10-2-15
Director/Supervisor's Signature: [Signature] Approved/Not Approved Date: 10-2-15
Assistant Superintendent's Signature: [Signature] Approved/Not Approved Date: 10/8/15

*Trips over 150 miles, involving air travel, or an overnight stay also require approval from the Board of Education in advance.