

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: **FBLA Students** c. Organizer/Teacher/Advisor: **Richter/Riverso** Phone # (W): **732-672-6979**

d. Teacher's Signature: 

2. Destination/Itinerary

a. Name: **Harrah's Atlantic City** b. Contact Person: **Ron Richter** c. Phone #: **732-672-6979** d. Address: **777 Harrah's Blvd, Atlantic City, NJ 08401** e. Itinerary (Purpose, activity, special requirements, provision for late return, etc.)
This is the annual NJ FBLA State Leadership Conference where students compete in events, run for State office, and participate in workshops.

3. Duration of Trip

a. Type of trip School day trip Extended day trip *Overnight trip—if so, number of day **2** nights
b. Departure from School: Date: **February 17, 2016** Time: **3:30 pm**
c. Arrival time from destination to school: Date: **February 19, 2016** Time: **6:30 pm**

4. Attendees

a. # of teachers: **6** (list of names): **Richter/Riverso/TBD (4)** b. # of Chaperones (not staff): _____ c. # of students: **70**
d. # of others: _____ Explain: _____ e. Total number of attendees: **76**

5. Transportation a. Method of travel: **Bus** b. Bus requirements (if necessary): #2 of school buses (54 psg.): # of coaches (49 psg.): _____ # of school vans (20 psg.): _____ wheelchair accommodations? _____

6. Expenses

a. Est. bus costs: # Hours 10 x # buses 2 x \$ per bus hour \$74.74	Total \$	1,494.80
b. Other transportation costs		
c. Cost of Admission Fees \$75.00 @ 76		\$5,700.00
d. Meals \$66.42 @ 76		\$5,047.92
e. Lodgings \$80.00 @ 76		\$6,080.00
f. Other Expenses		
g. TOTAL (a-f)		\$18,322.72
h. Transportation Account # to be charged #11-000-270-512-16 - 0310		


7. How will total cost (6g) be paid?

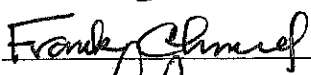
Amount paid: by school district	paid from FBLA account #11-401-100-800-16-0310	\$3,000.00
	paid from Transp. Account #11-000-270-512-16-0310	\$1,494.80
	by students \$197.54 @ 70	\$13,827.80
	*by other means from school FBLA account	\$.12

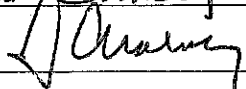
*Explain (i.e., PTSO, etc.): _____

TOTAL (should = 6g) \$18,322.72

AUTHORIZATIONS:

Principal's Signature:  Approved/Not Approved Date: 10/13/15

Director/Supervisor's Signature:  Approved/Not Approved Date: 9/30/15

Assistant Superintendent's Signature:  Approved/Not Approved Date: 10/15/15

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

Board Secretary's Signature: _____ Approved/Not Approved Date: **November 19, 2015**
Exhibit C-03.c

FRANKLIN TOWNSHIP PUBLIC SCHOOLS

FIELD TRIP RATIONALE

School: FHS Teacher/Advisor: Richter/Riverso

Organization/Class/Club: FBLA

Please be advised that approval for this request will be predicated on the information provided.

Please inform the transportation department for bus purposes.

Please complete the following information:

Reason for Trip: Competition Exhibition Conference

Rationale:

The New Jersey FBLA State Leadership Conference is a two night (overnight) conference that includes the FBLA State Competitions, leadership workshops and networking for our students.

of district staff who will be accompanying trip: 6

of chaperones requested:

of students: 70

Copy of permission slip attached

This form must be attached to every Field Trip Application with the copy of the permission slip attached.