

# 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: **Madrigal Singers** c. Organizer/Teacher/Advisor: **WALTON** Phone # (W): **6610**

d. Teacher's Signature: \_\_\_\_\_

## 2. Destination/Itinerary

a. Name: **The White House; Washington, DC**

## 3. Duration of Trip

a. Type of trip ☐ School day trip ☒ Extended day trip ☐ Overnight trip—if so, number of day

b. Departure from School: Date: **Tuesday, 12/22/2015** Time: **6:00 am**

c. Arrival time from destination to school: Date: **December 22, 2015** Time: **10:00pm**

## 4. Attendees

a. # of teachers: **1** (list of names): **T. Walton** b. # of Chaperones (not staff): **3 (Choir Parents)** c. # of students: **14**

d. # of others: **1** Explain: **R. Mitchell** e. Total number of attendees: **19**

## 5. Transportation

a. Method of travel: **Coach Bus** Bus requirements (if necessary): # of school buses (54 psg.):

# of coaches (30 psg.): **1** # of school vans (20 psg.): **no** wheelchair accommodations?

## 6. Expenses

a. Est. bus costs: # Hours x # buses **1** x \_\_\_\_\_ per bus hour Total \$ **1,513.00**

b. Other transportation costs **70.00**

c. Cost of Admission Fees

d. Meals

e. Lodgings

f. Other Expenses

g. TOTAL (a-f) **1,583.00**

h. Transportation Account # to be charged **#11-000-270-512-12-1600**

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

Amount paid: by school district **1,583.00**

by students

\*by other means

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

TOTAL (should = 6g) **\$1,583.00**

## AUTHORIZATIONS:

Principal's Signature: Thomas F. D. Ganci Approved/Not Approved Date: 12-4-15

Director/Supervisor's Signature: [Signature] Approved/Not Approved Date: 12-4-15

Assistant Superintendent's Signature: [Signature] Approved/Not Approved Date: 12/7/15

\*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: \_\_\_\_\_

# FRANKLIN TOWNSHIP PUBLIC SCHOOLS

## FIELD TRIP RATIONALE

School: Franklin High School Teacher/Advisor: Walton

Organization/Class/Club: Madrigal Singers

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: Students will participate at:

The White House; Washington, DC  
1600 Pennsylvania Ave NW, Washington, DC 20500

### Itinerary:

Depart FHS- 6:00am

Breakfast Stop- 8:00am (Maryland House)

Lunch Stop: 11:00am (Ben's Chill Bowl- 1213 U St. NW, Washington, DC 20009)

Arrive at White at 12:15pm

Performance: 1:00pm-3:00pm

Madrigal Singers will perform as apart of The White House Tour, performing for various  
quest visiting The White House

Depart White House at 3:30pm

Dinner Stop 5:30pm Inner Harbor Maryland (Cheesecake Factory- Harborplace &  
Gallery, 201 E. Pratt St. Baltimore, MD 21202 410-234-3990)

Arrive at FHS 9:00pm

# of district staff who will be accompanying trip: 2

# of chaperones requested: 5

# of students: 14

☒ Copy of permission slip attached

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