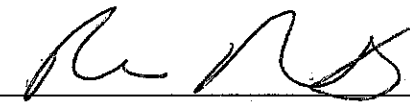


Submit all copies to the school office. Upon the approval of the Principal, all copies will be forwarded to the Assistant Superintendent's Office. Only upon the receipt of an approved copy from Central Office, should any preparations be initiated. Permission slips, signed by parents, are required. Principal 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/Nardi Phone # (W):732-672-6979

d. Teacher's Signature: 

2. Destination/Itinerary

a. Name: Hilton East Brunswick b. Contact Person: Ron Richter c. Phone #: 732-672-6979 d. Address: 3 Tower Center Blvd.; East Brunswick, NJ 08816 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: March 26, 2014 Time: 4:00 pm
c. Arrival time from destination to school: Date: March 28, 2014 Time: 5:00 pm

4. Attendees

a. # of teachers: 2 (list of names): Richter/Nardi b. # of Chaperones (not staff): c. # of students: 40 d. # of others: Explain: e. Total number of attendees: 42

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

6. Expenses

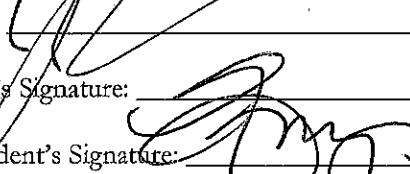
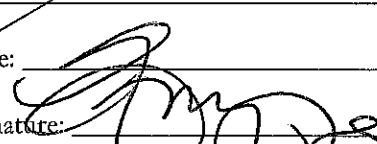
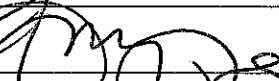
a. Est. bus costs: # Hours 2 x # buses 1 x \$ per bus hour \$72.54	Total \$	145.08
b. Other transportation costs		
c. Cost of Admission Fees \$75.00 @ 40		\$3,000.00
d. Meals \$66.42 @ 40		\$2,656.80
e. Lodgings \$80.00 @ 40		\$3,200.00
f. Other Expenses		
g. TOTAL (a-f)		\$9,001.88
h. Transportation 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	\$1,000.00
	paid from Transp. Account #11-000-270-512-16-0310	\$145.08
	by students \$185 @ 40	\$7,400.00
	*by other means from school FBLA account	\$456.80

*Explain (i.e., PTSO, etc.): TOTAL (should = 6g) \$9,001.88

AUTHORIZATIONS:

Principal's Signature:  Approved/Not Approved Date: 1/6/14
Director/Supervisor's Signature:  Approved/Not Approved Date: _____
Assistant Superintendent's Signature:  Approved/Not Approved Date: _____

*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: January 30, 2014

FRANKLIN TOWNSHIP PUBLIC SCHOOLS

FIELD TRIP RATIONALE

School: FHS Teacher/Advisor: Richter/Nardi

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: 2

of chaperones requested:

of students: 40

Copy of permission slip attached

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