

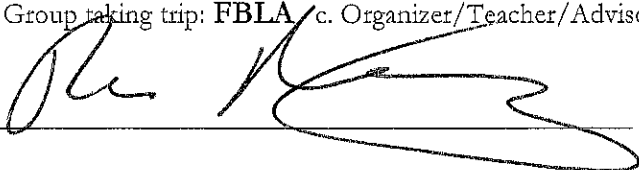
FIELD TRIP APPLICATION

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: Franklin High School b. Group taking trip: FBLA c. Organizer/Teacher/Advisor: Ron Richter Phone # (W): 732-672-6979

d. Teacher's Signature: 

2. Destination/Itinerary

a. Name: FBLA National Leadership Conference b. Contact Person: Ron Richter c. Phone #: 732-672-6979
d. Address: Nashville, TN e. Itinerary (Purpose, activity, special requirements, provision for late return, etc.) This is the annual National Leadership Conference where we have nine students that qualified for Nationals and one student that has been voted in as a NJ State Officer who should also attend Nationals.

3. Duration of Trip

a. Type of trip School day trip Extended day trip *Overnight trip—if so, number of day 5
b. Departure from School: Date: June 29, 2014 Time: 7:00 am (TBD with flight schedule)
c. Arrival time from destination to school: Date: July 3, 2014 Time: 5:00 p.m. (TBD with flight schedule)

4. Attendees

a. # of teachers: 1 (list of names): Ron Richter b. # of Chaperones (not staff): 1 c. # of students: 9 d. # of others: 0
e. Total number of attendees: 11
Explain:

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

6. Expenses

a. Est. bus costs: # Hours x # buses x \$ per bus hour	Total \$
b. Other transportation costs \$330.00 per person for flight	\$3,630.00
c. Cost of Admission	
d. Meals	\$ 950.00
e. Lodgings	\$5,869.00
f. Other Expenses	
g. TOTAL (a-f)	\$10,449.00

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 Transp. account	\$3,000.00
	paid from FBLA Misc account #11-401-100-800-16-0310	\$4,500.00
	by students/teacher	*\$1,949.00
	*by other means (State FBLA is contributing \$1,000 for Richter as State Advisor of the Year) FBLA to issue check directly to Vista Tours	*\$1,000.00

*Explain (ie. P.T.S.O. etc.):

Bursar to issue check to FBLA for registration for Nationals \$950.00 and \$999.00 to Vista Tours for remaining balance	TOTAL (should = 6g)	\$10,449.00
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AUTHORIZATIONS:

Principal's Signature:  Approved/Not Approved Date: 4/7/14

Director/Supervisor's Signature: _____ Approved/Not Approved Date: _____

Assistant Superintendent's Signature:  Approved/Not Approved Date: 4/8/14

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

FRANKLIN TOWNSHIP PUBLIC SCHOOLS

FIELD TRIP RATIONALE

School: Franklin High School Teacher/Advisor Richter

Organization/Class/Club: Future Business Leaders of America

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

Please complete the following information:

Reason for Trip: Competition Exhibition Conference

Rationale:

This trip is for the FBLA National Leadership Conference in Nashville, TN; which is a trip from June 29, 2014 to July 2, 2014. There are eight students that qualified for the Nationals; and one student who was voted in as a NJ State Officer. The placement of these students in the State Competitions made them eligible for the National Competitions. (See FBLA NLC Brochure)

These conferences are: (Provide conference title, dates and location)

FBLA National Leadership Conference
June 29 – July 2; 2014
Nashville, TN

of district staff who will be accompanying trip: 1

of chaperones requested: 1

of students: 9

Copy of permission slip attached

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