

Field Trip Application

1: Trip Request: a. School: Franklin High School b. Group taking trip: Student Government
 c. Organizer/Teacher/Advisor: R. Freedman Phone# (w) 732-302-4200 x 4554

d. Teacher's Signature R Freedman

2: Destination/ Itinerary a. Name Pocono Environment Center b. contact person: Pam Harris
 c. Phone: (732)-745-9330 d. address: Dingman's Ferry, PA 18328
 e. Itinerary (Purpose, activities, special requirements, provision for late return, etc)
Lead for Diversity 2014- Youth Leadership Institute

3: Duration of Trip
 a. Type of Trip School Day Trip Extended Day Trip Overnight trip—if so, number of days 6
 b. Departure from School: Date 7/13/14 Time: 7am Bus
 c. Arrival time from destination to school: Date 7/18/14 Time Bus Provided

4. Attendees a. # of teachers 2 (list names): Robert Freedman, Stephen Foster
On Advisor Day

b. # of Chaperones (not staff): - c. # of students 8 d. # of others -
 Explain - e. Total number of attendees 8

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

6. Expenses

a. Est bus costs: #HR's <u>-</u> x # of buses <u>-</u> x \$ per bus hr <u>-</u> = Total	ACD
b. Other transportation costs <u>-</u> Bus Provided by American Conference on Diversity	<u>-</u>
c. Cost of Admission Fees <u>11-401-100-800-16-0332 Ext. 15915</u>	<u>\$4167</u>
d. Cost of Admission Fees..... <u>Provided by BOE.....</u>	<u>\$433</u>
e. Lodgings.....	<u>\$ 0</u>
f. Other expenses.....	<u>-</u>
g. TOTAL (a-f).....	<u>\$4600</u>
h Transportation Account # to be charged # <u>-</u>	<u>NO BOE TRANS \$\$</u>

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

Amount paid: by school district.....	<u>\$ 433</u>
by students.....	<u>0</u>
* by other means..... <u>Account Above</u>	<u>\$4,167</u>

* (Explain: *)

PO. 143869

2014-2015

TOTAL (should = 6-g)..... \$4600

AUTHORIZATIONS: Principal's Signature [Signature] Approved/Not approved Date: 4/18/14
 Director/Supervisor's Signature [Signature] Approved/Not approved Date: 3/17/14
 Superintendent's Signature: [Signature] Approved/Not approved Date: 4/19/14

* Trips over 150 miles, involving air travel, or an overnight stay, also require approval by the Board of Education in advance.
 Board Secretary's Signature: _____ Board Approved/Not approved Date: _____

FRANKLIN TOWNSHIP PUBLIC SCHOOLS

FIELD TRIP RATIONALE

School: Franklin High School Teacher/Advisor: Freedman

Organization/Class/Club: Student Government

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: Students will participate in: Lead for Diversity 2014

Annual Youth Leadership Institute to focus on addressing stereotypes and gender equity issues at Franklin High School.

These conferences are-

Lead for Diversity 2014-
July 13 to July 18
Pocono Environmental Education Center in Dingman's Ferry, PA

of district staff who will be accompanying trip: 2

of chaperones requested: -

of students: 8

Copy of permission slip attached

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