

**TEACHER/COACH PETITION FOR OVERNIGHT FIELD TRIP**

Group (Sponsor) Bonds / NYS Band Dir. Assoc.

Field Trip Supervision TINA S MAZEJKA

Purpose participation of 2 students @ NYS Band Dir. Honor Band

Number of Students 2

Dates March 6-7-8

Means of Transportation School Van

Cost to student and/or parent/guardian - paid - ~\$200

I would like to meet with you by \_\_\_\_\_ to discuss supervision arrangements.

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**Note:** A copy of the letter to parents must be submitted to the administrator prior to approval of the trip.

**Note:** A post field trip conference will be scheduled upon your return.

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Bus transportation (if necessary) confirmed with: Hena Benedict (van) on \_\_\_\_\_

\_\_\_\_\_  
(Date)

Approved Karen L. Donohue Date 2/6/15  
Building Principal

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Athletic Director

## OVERNIGHT FIELD TRIP POLICY

A Field Trip will be considered school sponsored if it comprises any group of students who are members of a bonafide school organization. It will be considered an overnight field trip if overnight lodging must be secured for any length of time. The following procedures will be in effect if a field trip is deemed an overnight field trip.

I. Teacher Petition for Overnight Field Trip will be submitted well in advance of the anticipated date.

II. Letter to parents: This letter should include:

A. Statement of purpose for a field trip

B. Rules and regulations students are **expected to follow** while participating in the field trip.

1. This explanation should include the expectations regarding the prohibition of alcohol and drug use as well as the topic of appropriate behavior and also including whatever other rules the field trip supervisors deem appropriate.

C. Itinerary *to student & parents: done*

D. List of students attending - *James Parker, Brenda Marshall*

E. A telephone number where field trip supervisor can be reached at all times.  
*607-738-9067*

F. A space designated for parents to fill in a telephone number where they can be reached in case of an emergency. *Medical funds done & in hand*

G. A space designated to fill in whatever medical information the parents deem necessary to include for the supervisor's information. *done ↑*

H. A statement pertaining to the fact that should there be any violation of the attached rules and regulations governing the field trip, the supervisor(s) has(ve) the authority to have any student returned home at the **parent's expense**. *done*

I. A statement for the parents to sign stating that they have read the above letter and understand and agree with its contents. *done*

J. Space for parent's signature and date.

Note: Each student must return the letter and all appropriate information must be filled in and signed in order for that student to participate.