

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: May 12, 2014

AGENDA ITEM No. 14-05-08

ACTION ITEM: (Y/N) Y

SUBJECT: School Trip Requests

INFO. CONTACT Dr. Amanda Hartness

PHONE: 919-732-8126

- ATTACHMENTS:**
1. Orange High School Regiment Marching Band
 2. Orange High & C. W. Stanford Wrestling Teams
 3. Orange High School Basketball Team
 4. Cedar Ridge High School Basketball Team
 5. Orange High School Basketball Team

PURPOSE: To request Board approval of these overnight school trips.

- BACKGROUND:**
1. The Orange High School Regiment Marching Band is requesting approval to travel to Havelock/Pine Knoll Shores in North Carolina to participate in the Crystal Coast Band Classic. This competition will be taking place on October 31 through November 2, 2014. Fifty-seven students will be participating in this trip and will be out of school one day.
 2. The Orange High and C. W. Stanford Middle School wrestling teams are requesting approval to travel to Appalachian State University and Boone, NC to participate in a wrestling camp. The camp will be taking place from July 15-18, 2014.
 3. The Orange High School Basketball team is requesting approval to travel to Acworth, Georgia to participate in a basketball tournament. This tournament will take place December 27-30, 2014 which is during winter break so the 15 students will not miss any days of school.
 4. The Cedar Ridge High School Basketball Team is requesting approval to travel to Guilford College in Greensboro on June 21-22, 2014 to participate in the Battle of the Border Team Camp. There will be approximately 32 students participating in this camp this summer.
 5. The Orange High School Basketball Team is requesting approval to travel to Elon University on June 13-15, 2014 to participate in Basketball Team Camp. Twenty student athletes will be participating in the camp.

FINANCIAL IMPACT: None

RECOMMENDATION: The Superintendent recommends the Board approve these overnight school trip requests.

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates: <input style="width: 200px;" type="text" value="Oct 31, 2014"/>		to	<input style="width: 200px;" type="text" value="Nov 2, 2014"/>
School/Department/Grade Level	<input style="width: 450px;" type="text" value="OHS Panther Regiment Marching Band"/>	Number of Students (Attach List)	<input style="width: 50px;" type="text" value="57"/>
School Trip Sponsor	<input style="width: 450px;" type="text" value="Andy Carter, Director of Bands"/>	Number of Staff Chaperones (Attach List)	<input style="width: 50px;" type="text" value="1"/>
Phone & Extension	<input style="width: 450px;" type="text" value="919-732-6133 ext 20801"/>	Number of Non-Staff Chaperones (Attach List)	<input style="width: 50px;" type="text" value="14"/>
Purpose of Trip	<input style="width: 450px;" type="text" value="Marching Band Competition"/>	Number of Other Persons (Attach List)	<input style="width: 50px;" type="text"/>
Destination (Name & City)	<input style="width: 450px;" type="text" value="Havlock, NC/Pine Knoll Shores, NC"/>	Total Number Transported	<input style="width: 50px;" type="text" value="72"/>

SECTION B: Type of Trip (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus*

Name of Charter Company or Airline:

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	<input style="width: 100px;" type="text" value="10/31/14"/>	Return Date	<input style="width: 100px;" type="text" value="11/2/14"/>
Departure Time	<input style="width: 100px;" type="text" value="8AM"/>	Return Time	<input style="width: 100px;" type="text" value="4PM"/>
Departure Location	<input style="width: 200px;" type="text" value="OHS Band Room"/>	Return Location	<input style="width: 200px;" type="text" value="OHS Band Room"/>
Number of District Buses Requested	<input style="width: 150px;" type="text" value="0"/>		
Projected Total Cost of Trip	\$ <input style="width: 150px;" type="text"/>		
Cost per Student	\$ <input style="width: 100px;" type="text" value="225"/>	Cost per Adult	\$ <input style="width: 100px;" type="text" value="250"/>
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	<input style="width: 400px;" type="text" value="OHS Band Boosters/Fundraising"/>		

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

ML 1.1, 1.2 and 1.3 (all levels)
CR 1.1, 1.2 and 1.5 (all levels)

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Andy Carter

If transporting students in privately owned vehicles, please list the names of the drivers.

n/a

DMV Checks Verified by Central Office

Staff Chaperones

Andy Carter

Non-Staff Chaperones
(Background checks required)

Scott Thomas, Hannah Milton, Wes Milton, Penny Gentry, Ronnie Gentry, Cindy Leverette, Bob Leverette, Glen Winstead, David Dowdee, Diane Dowdee, Julie Terrell, Jimmy Travis, Donna Travis, Tenly Perry-Trautman

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

none that I am aware of

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Will have medical forms and emergency contact info for all students, staff and chaperones
Will have consulted about any special needs with school nurse
Will have security on site of lodging, competition and social activities at all times
Assigned chaperones to each group of students (with shared contact info)
Itinerary calls for no "down" time during the trip as well as no unsupervised time.
NO access to pool/boats etc during this trip.

Lodging Arrangements: Name of Hotel/Facility

Hampton Inn and Suites (Jordan Wade, Hotel Contact)

Address

118 Salter Path Road Pine Knoll shores, NC 28513

Phone

252-247-5118

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

SECTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request *[Signature]* Position 2005 BARD Date 4/16/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *[Signature]*
Principal Initials JD
Principal *[Signature]* Date 4/23/14
Chief Academic Officer *[Signature]* Date 4-16-14
Date Approved/Disapproved by School Board _____

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

**ORANGE COUNTY SCHOOLS
School Trip Approval Request Form**

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates:	July 15, 2014	to	July 18, 2014
School/Department/Grade Level	Orange & Stanford	Number of Students (Attach List)	45
School Trip Sponsor	Wrestling	Number of Staff Chaperones (Attach List)	2
Phone & Extension	20702	Number of Non-Staff Chaperones (Attach List)	0
Purpose of Trip	camp	Number of Other Persons (Attach List)	0
Destination (Name & City)	Appalachian State University, Boone, North Carolina	Total Number Transported	45

SECTION B: Type of Trip (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |
| <input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state) | |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus*

Name of Charter Company or Airline: _____

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	7/15/14	Return Date	7/18/14
Departure Time	5:00 am	Return Time	6:00 pm
Departure Location	Orange	Return Location	Orange
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ 5,000.00		
Cost per Student	\$ 310.00	Cost per Adult	\$ 0
Is Financial Assistance Available?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Team		

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study. Wrestling Camp

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip. Bobby Shriner & Aaron Carr

If transporting students in privately owned vehicles, please list the names of the drivers.

Staff Chaperones

Non-Staff Chaperones (Background checks required) Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Lodging Arrangements: Name of Hotel/Facility Appalachian State University

Address ASU Box 32042 Appalachian State University, Boone, North Carolina 28608-2042 Phone

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

SECTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request [Signature] Position Head Coach Date 4/27/14

SECTION H: Authorization

- Approved/Disapproved checkboxes for three different categories.

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal [Signature] Date 4-29-14 Chief Academic Officer [Signature] Date 4-30-14 Date Approved/Disapproved by School Board

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates:	December 27, 2014	to	December 30, 2014
School/Department/Grade Level	Orange High School Basketball - Athletics	Number of Students (Attach List)	15
School Trip Sponsor	Greg Motley - Orange High School Basketball	Number of Staff Chaperones (Attach List)	5
Phone & Extension	919-732-6133 ext. 20602	Number of Non-Staff Chaperones (Attach List)	0
Purpose of Trip	Basketball Tournament	Number of Other Persons (Attach List)	0
Destination (Name & City)	Alfatoona High School, Acworth, GA	Total Number Transported	20

SECTION B: Type of Trip (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input checked="" type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state) | <input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus*

Name of Charter Company or Airline: Horizon

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	December 27, 2014	Return Date	December 30, 2014
Departure Time	6:00 am	Return Time	11:00 pm
Departure Location	Orange High School	Return Location	Orange High School
Number of District Buses Requested	0		
Projected Total Cost of Trip	\$ \$5,000.00		
Cost per Student	\$ \$40.00	Cost per Adult	\$ \$40.00
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	Fundraisers		

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

T-765 P. 004/010 F-203
 0197326133
 FROM-ORANGE HIGH
 MAY-01-2014 02:41PM

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Athletic Tournament

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Adam Watkins

If transporting students in privately owned vehicles, please list the names of the drivers.

N/A

DMV Checks Verified by Central Office

Staff Chaperones

Adam Watkins, Brian Poole, Greg Motley & Ken Heverly

Non-Staff Chaperones (Background checks required)

N/A

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

None

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

CPR/First Aid Staff traveling with the team;
Trainer present during the tournament;
Buddy system in place for the athletes at all time & curfew at the hotel

Lodging Arrangements: Name of Hotel/Facility

Sleep Inn & Suites

Address 181 Metromont Road, Hiram, GA 30141

Phone 770-229-9161

MAY-01-2014 02:41 PM FROM-ORANGE HIGH 0187326133 T-755 P. 006/010 F-203

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

SECTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request *[Signature]* Position Coach Date 4/30/2014

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal *[Signature]*
 Principal Initials
 Principal *[Signature]* Date 5/1/2014
 Chief Academic Officer *[Signature]* Date 5-1-14
 Date Approved/Disapproved by School Board _____

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

F-203

T-755 P.006/010

9187328133

MAY-01-2014 02:41PM FROM-ORANGE HIGH

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

F-198
P. 002/008
T-784
9182454012
FROM-OCS SUPPORT SERVICES
08:25AM
2014-05-02

school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates: to

School/Department/Grade Level: Number of Students (Attach List)

School Trip Sponsor: Number of Staff Chaperones (Attach List)

Phone & Extension: Number of Non-Staff Chaperones (Attach List)

Purpose of Trip: Number of Other Persons (Attach List)

Destination (Name & City): Total Number Transported

SECTION B: Type of Trip (check all that apply)

- Regular School Day - Principal Approval Required
- Athletic Event (Day) - Principal Approval Required
- Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)
- Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
- Out of State Trip - Chief Academic Officer Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus*

Name of Charter Company or Airline:

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date: Return Date:

Departure Time: Return Time:

Departure Location: Return Location:

Number of District Buses Requested:

Projected Total Cost of Trip: \$

Cost per Student: \$ Cost per Adult: \$

Is Financial Assistance Available? Yes No

Source of Financial Assistance:

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

F-138
P. 003/008
T-764
9192454012
FROM-OCS SUPPORT SERVICES
08:25AM
2014-05-02
7/01/2013

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

N/A

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Jim Pappas

Transporting students in privately owned vehicles, please list the names of the drivers.

DMV Checks Verified by Central Office

Off Chaperones

Clay Jones, Jim Pappas, Doug Clark, Darin Curtis

Non-Staff Chaperones (background checks required)

N/A

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

N/A

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Have a legal bus driver with a CDL and experience.

Accommodation Arrangements: Name of Hotel/Facility

Guilford College Dorm Rooms

Address 5800 W. Friendly Avenue Greensboro, NC 27410

Phone 336-316-2000

2014-05-02 09:25AM FROM-OCS SUPPORT SERVICES 9192454012 T-764 P.004/008 F-139

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

SECTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request *[Signature]* Position Teacher/Coach Date 4-22-14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal N/A

Principal *[Signature]* Date 4-23-14

Chief Academic Officer *[Signature]* Date 5-2-14

Date Approved/Disapproved by School Board _____

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates: <input style="width: 150px;" type="text" value="6/13/14"/>		to <input style="width: 150px;" type="text" value="6/15/14"/>	
School/Department/Grade Level	<input style="width: 450px;" type="text" value="Orange High/Athletics/9-12"/>	Number of Students (Attach List)	<input style="width: 50px;" type="text" value="20"/>
School Trip Sponsor	<input style="width: 450px;" type="text" value="Men's Basketball"/>	Number of Staff Chaperones (Attach List)	<input style="width: 50px;" type="text" value="3"/>
Phone & Extension	<input style="width: 450px;" type="text" value="9197326133 X20602"/>	Number of Non-Staff Chaperones (Attach List)	<input style="width: 50px;" type="text"/>
Purpose of Trip	<input style="width: 450px;" type="text" value="Basketball Team Camp"/>	Number of Other Persons (Attach List)	<input style="width: 50px;" type="text"/>
Destination (Name & City)	<input style="width: 450px;" type="text" value="Elon University"/>	Total Number Transported	<input style="width: 50px;" type="text" value="23"/>

SECTION B: Type of Trip (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Regular School Day - Principal Approval Required | <input type="checkbox"/> Privately Owned Vehicle(s) - Chief Academic Officer Approval Required |
| <input type="checkbox"/> Athletic Event (Day) - Principal Approval Required | <input type="checkbox"/> Out of State Trip - Chief Academic Officer Approval Required |
| <input checked="" type="checkbox"/> Overnight Trip - Chief Academic Officer and School Board Approval Required <i>(Both in and out of state)</i> | <input type="checkbox"/> International Trip - Chief Academic Officer and School Board Approval Required |

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus*

Name of Charter Company or Airline

*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date	<input style="width: 100px;" type="text" value="6/13/2014"/>	Return Date	<input style="width: 100px;" type="text" value="6/15/2014"/>
Departure Time	<input style="width: 100px;" type="text" value="8 am"/>	Return Time	<input style="width: 100px;" type="text" value="4 pm"/>
Departure Location	<input style="width: 150px;" type="text" value="Orange High"/>	Return Location	<input style="width: 150px;" type="text" value="Orange High"/>
Number of District Buses Requested	<input style="width: 100px;" type="text" value="1"/>		
Projected Total Cost of Trip	<input style="width: 100px;" type="text" value="\$4000"/>		
Cost per Student	<input style="width: 100px;" type="text" value="\$200"/>	Cost per Adult	<input style="width: 100px;" type="text"/>
Is Financial Assistance Available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Source of Financial Assistance	<input style="width: 300px;" type="text" value="Men's Basketball"/>		

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

School Athletics

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Adam Watkins

If transporting students in privately owned vehicles, please list the names of the drivers.

DMV Checks Verified by Central Office

Staff Chaperones

Greg Motley, Brian Poole, Adam Watkins

Non-Staff Chaperones
(Background checks required)

n/a

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Buddy System, Elon Security

Lodging Arrangements: Name of Hotel/Facility

Elon University Dorm

Address

100 Campus Dr., Elon, NC

Phone

3362782000

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

SECTION G: School Trip Approval Request Form Submission Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request Greg Matney Position Cash Date 5/1/14

SECTION H: Authorization

- Approved Disapproved
- Approved Disapproved
- Approved Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal

DM
Principal Initials

Principal [Signature]

Date 5/5/2014

Chief Academic Officer [Signature]

Date 5-5-14

Date Approved/Disapproved by School Board _____

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.