Vestal Central School District

Rev. 4/12

Extended Field Trip Request Form

Request should be submitted to principal thirty days (30) in advance of trip. Extended field trips require Superintendent's and/or Board of Education approval if trip is over 100 miles or overnight.

Teacher's Name Barb Gaylord & Lisa Methvin Date of Request April 25, 2022

I am requesting permission to take 240 Seniors
(# of students, grade level, department)

on a field trip to Hershey Park -
(destination and location)

Senior Class Trip (event) on Monday, June 6, 2022 (day/date)

Departure from/Time/Date VHS / 6:30 AM / 6/6 Return Location/Time/Date VHS @ 10:30 / 6/6/22

Transportation Requested: School Bus(es) needed _____ Charter Bus(es) needed _____ Cost: $ _____

Funding Source for charter bus Fundraisers - DH Set cost to Students

Admission Charge per Student $ 80 Total _____ Funding Source fundraised & Self Pay

Additional Costs $ N/A (Please explain) _____

Total District Costs of Entire Trip $ NONE

Advance check needed ☐ yes (Attach written request) ☐ no

Instructional Objectives of Trip/Curriculum Connections: Senior Class Trip 2022

Required Attachments:

- ☐ Transportation Request Form
- ☑ Itinerary/Supervision Form
- ☐ Manifest/Roster Form

If applicable:

- ☐ Advance check request with amount, full vendor name and address, purpose of check, and copy of admission, reservation or other cost documentation.

Principal _____ Date 4/27/22

Approved	Disapproved
✓	

Director of P.E. & Athletics (as applicable) _____ Date _____

Approved	Disapproved

Assistant Superintendent _____ Date 5/1/22

Approved	Disapproved
✓	

Superintendent _____ Date 5/9/22

Approved	Disapproved
✓	

Board of Education _____

Approved	Disapproved

Comments: _____

Copies to - Transportation - Principal - Director of PE and Athletics - Teacher - Assistant Superintendent - Superintendent

Vestal Central School District

Rev. 12/02

Itinerary/Supervision Form

This form must be submitted with the Local and Extended Field Trip Request Form.

Teacher's Name Barb Gaylord + Lisa McAllister Date of Request 4/25/2022

I am requesting permission to take 240 - Seniors
# of students, grade level, department

on a field trip to Hersheypark - Pennsylvania, Hershey
destination and location

for Senior Class Trip on Monday, June 6, 2022
event day/date

Additional Staff Supervision Gianni Cordisco, Assistant Principal
+ 7 TBD Chaperones (Teachers + Paras + Clerical)

Other Adult Chaperones + 7 TBD - Paras, Clerical, Teachers

Areas of Responsibility Monitor the Safety + well being of students

Emergency Contact Barbara Gaylord Cell Phone #

Medical Resources Buses will have First Aid kits + Hershey Park First Aid

Comments/Other Information

(OVER)

Itinerary/Agenda Day Monday Date June 6, 2022

Accommodations N/A Address

- Lineup Approx 6 AM
- Depart at 6:30 AM
- At Park arrive @ 10AM - @ Park 10AM - 7PM
- Line-Up departure @ 7:10 PM
- Depart - Hersheypark 7:30 Pm
- Arrive @ VHS @ 10:30 PM

Itinerary/Agenda Day _____ Date _____

Accommodations _____ Address _____

-
-
-
-
-
-

Itinerary/Agenda Day _____ Date _____

Accommodations _____ Address _____

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-
-
-
-
-

Vestal Central School District

Manifest/Roster Form

Rev. 12/02

☑ Parent Permission Form on file

This form must be submitted with the Local or Extended Field Trip Request Form. Revisions must be submitted to the appropriate administrator 24 hours prior to departure.

Child's Name	Parent/Guardian Name	Home Phone	Work Phone	Cell Phone/ Pager
* TBD				
will	Provide Lost			