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North Area Administration

CHIEF ACADEMIC OFFICER



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Field Trip/Activity Planning Report and Approval Request

Approved Not Approved
 Signatures required for approvals

Complete this request to receive approval for a field trip or school activity. (See Board Policies 2.40 and 2.404)

SCHOOL Wm. T. Dwyer		SCHOOL NUMBER 2201	DATE OF REQUEST 11 / 23 / 2005
ACTIVITY OR FIELD TRIP Trip to France and Italy		TRIP SPONSOR Myria Rylae	
CLUB OR GROUP French students and members of the Italian Club		TRIP SPONSOR TELEPHONE PX= 47842	
PURPOSE OF ACTIVITY OR TRIP Cultural expansion and language immersion			
DESCRIBE ACTIVITY OR TRIP EF Educational Tour Departure from West Palm Beach International Airport - Arrive in Paris - Visit Paris and Versailles - 3 days Travel to Italy - Visit various cities and sites in Italy - 8 days Return to West Palm Beach International			
TRIP/ACTIVITY BEGINNING DATE 03 / 18 / 2006	TRIP/ACTIVITY BEGINNING TIME 7 : 0 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	TRIP/ACTIVITY END OR RETURN DATE 03 / 29 / 06	TRIP/ACTIVITY END OR RETURN TIME 6 : 0 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

FUNDING INFORMATION

No penalty of any type will be imposed against the student based upon a failure to pay. No student shall be denied the right to participate for failure to pay. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity.

Indicate the estimated cost of the following items on the lines provided:

- | | | | | | |
|---------------------------|------------|------------|--------|------------------------|--------|
| 1. Admission/registration | \$95.00 | 3. Meals | \$0.00 | 5. Enrichment Activity | \$0.00 |
| 2. Transportation | \$1,645.00 | 4. Lodging | \$0.00 | 6. Other Fees | \$0.00 |

Funding Source Budget Internal Accounts

Total estimated costs **1740.00**

ITINERARY

Provide a complete detailed itinerary including times and location. Use approximate time if unsure of exact time. If applicable list all probable stops including meals. (Example: 8:00 A.M. Bus leaves school parking lot; two hour travel time on bus, no stops; 10:00 A.M. arrives Disney world, ...) Approval will be based upon this sequential schedule. There can be no additional stops added without prior approval unless an emergency occurs. Parents must be aware of this schedule when their permission is obtained. Attach additional sheets if necessary.

TIME	ACTIVITY
7:00a	Leave from West Palm Beach International Airport
8:00a	Arrive Paris, France (3-18-06)
8:00a	Leave Paris, France (3-22-06)
6:00p	Arrive in Siena, Italy
8:00a	Leave Siena (3-24-06)
10:00a	Arrive in Florence
8:00p	Leave Florence (3-26-06)
10:00p	Arrive in Rome
7:00a	Leave Rome (3-29-06)
6:00p	Arrive in West Palm Beach

Field Trip/Activity Request and Planning Packet continued

ACTIVITY OR FIELD TRIP Trip to France and Italy	SCHOOL NUMBER 2201
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CHAPERONES

All groups going on field trips are required to have sufficient chaperones to ensure each student's safety and to meet the student's personal health and security needs. All chaperones must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). Provide a description of circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. (EXAMPLE: When students are on the rides at Disney World they will be treated and will be subject to the same level of supervision by the Disney World staff as any other visitor.) If this request is approved provide a list of all chaperones and their telephone numbers to the principal.

Provide an estimate of the following:

Number of chaperones:	Male	Female	2	TOTAL	2
Number of student participating:	Male	Female	10	TOTAL	13
Number of student not participating:	Male	Female		TOTAL	0

TRANSPORTATION

Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and upon request to the parents/guardians of the student traveling in the vehicle. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736. All volunteer drivers must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). The school must obtain a copy of each driver's auto insurance card and license before the event.

Method of transportation Plane, Bus, Train

If applicable, provide number of vehicles required: Cars/vans _____ Buses _____ Other transportation _____

OTHER CONSIDERATIONS

Indicate the number of other staff that may be required:

Custodian(s) 0 Substitute teacher(s) 1
 School Police 0 Other _____ (specify) _____

If the following items are required describe the items and indicate who will provide them:

Equipment _____
 Clean up _____
 Meals/snacks _____

MANDATORY SIGNATURES

[Signature] 11-23-05
 SIGNATURE OF PERSON COMPLETING FORM DATE

MYRIA D RYLEE 47842
 PRINT NAME PW

Principal approval is required for ALL field trips/activities. Send a copy of all out-of-county field trip requests to the Area office.

[Signature] 12/2/05
 SIGNATURE OF PRINCIPAL DATE

OUT-OF-COUNTY, CUT-OF-STATE OR OUT-OF-COUNTRY APPROVALS

Area Superintendent approval is required for trips other than within the county. The Chief Academic Officer must approve trips outside the state. Trips outside the continental United States require School Board approval.

[Signature] 12-5-05
 SIGNATURE OF AREA SUPERINTENDENT DATE
 (required for out-of-county)

[Signature] 12-8-05
 SIGNATURE OF CHIEF ACADEMIC OFFICER DATE
 (required for out-of-state)

 SIGNATURE OF SUPERINTENDENT OR BOARD CHAIR (required for out-of-country) DATE