

Received

SEP 19 2006



North Area Administration
 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 Palm Beach Gardens High School	SCHOOL # 1371	TRIP SPONSOR Teri Finder	
CLUB OR GROUP Social Studies Club/Traveling Gators		DATE OF REQUEST 08 / 21 / 2006	TRIP SPONSOR TELEPHONE 561-694-7300
ACTIVITY OR FIELD TRIP Trip to Ireland and England		ACTIVITY CITY AND STATE Ireland and England	
PURPOSE OF ACTIVITY OR TRIP To expose students to art, architecture & European history			
DESCRIBE ACTIVITY OR TRIP 9 day trip to Ireland and England in the summer of 2007 in connection with the AP World History classes at Palm Beach Gardens High School.			
TRIP/ACTIVITY BEGINNING DATE 06 / 15 / 2007		TRIP/ACTIVITY BEGINNING TIME : <input type="checkbox"/> AM <input type="checkbox"/> PM	TRIP/ACTIVITY END OR RETURN DATE 06 / 23 / 2007
FR I		SAT	
TRIP/ACTIVITY END OR RETURN DATE 06 / 15 / 2007		TRIP/ACTIVITY END OR RETURN TIME : <input type="checkbox"/> AM <input type="checkbox"/> PM	TRIP/ACTIVITY END OR RETURN DATE 06 / 23 / 2007

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 | \$2,549.00 | 3. Meals | included | 5. Enrichment Activity | included |
| 2. Transportation | included | 4. Lodging | included | 6. Other Fees | (per person) |

Funding Source Budget Internal Accounts

Total estimated costs

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
SEE ATTACHED ITINERARY FOR TOUR INFORMATION	

Field Trip/Activity Request and Planning Packet continued

ACTIVITY OR FIELD TRIP
Trip to Ireland and England

SCHOOL NUMBER
1371

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 Student 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	<u>1</u>	Female	<u>2</u>	TOTAL	<u>3</u>
Number of student participating:	Male	<u>5</u>	Female	<u>10</u>	TOTAL	<u>15</u>
Number of student not participating:	Male	<u> </u>	Female	<u> </u>	TOTAL	<u> </u>

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 Airplane, train, ferry -- provided by tour company

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) Substitute teacher(s)
School Police Other (specify)

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

Equipment
Clean up
Meals/snacks

MANDATORY SIGNATURES

Teri A. Fieder 8/30/06
SIGNATURE OF PERSON COMPLETING FORM DATE

Teri Fieder
PRINT NAME PK

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] 9/2/06
SIGNATURE OF PRINCIPAL DATE

OUT-OF-COUNTY, OUT-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] 9.20.06
SIGNATURE OF AREA SUPERINTENDENT (required for out-of-county) DATE

[Signature] 9.2/06
SIGNATURE OF CHIEF ACADEMIC OFFICER (required for out-of-state) DATE

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