



THE SCHOOL DISTRICT OF PALM BEACH COUNTY Field Trip Request

Date 8/10/06

In compliance with Administrative Directive 2.40, 2.402 and 2.404 and the Board Policies 2.40 and 2.404, approval is hereby requested for the following field trip.

School Independence Middle School School Number 2621

Student Group Participating 6th graders

Destination Costa Rica, Central America

Purpose/Objective
Ecological tour of Costa Rica

Date of Trip 6/10/07 Return Date 6/17/07 Fund Source Student responsible

Departure Time 2:30 AM PM Return Time 6:50 AM PM

No. students participating Male 7 Female 8 TOTAL number participating 15

No. students NOT participating Male _____ Female _____ TOTAL number NOT participating _____

Number of Chaperons 3 Male 1 Female 2

Method of Transportation Tri Rail to Miami Int'l Airport; airplane to C.R.

Number of: Cars _____ Buses _____ Other transportation _____

ITINERARY

Use approximate time if unsure of exact time. List all probable stops including meals. 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. (Field Trip Permission PBSO 0766)

TIME	PLACE
	<u>see attached itinerary</u>

RECOMMENDATION

Nancy J. Guthrie 8/20/06 Nancy J. Guthrie
SIGNATURE OF SPONSOR DATE PRINT NAME

APPROVALS

Principal approval is required for ALL field trips. Area Superintendent approval is required for trips other than within the county and the Chief Academic Officer must approve trips outside the state. Trips outside the continental United States require School Board approval. Send a copy of all out-of-county field trip requests to the Area office.

Guendolyn Johnson 8/25/06 Wanda J. ... 9-14-06
SIGNATURE OF PRINCIPAL DATE SIGNATURE OF AREA SUPERINTENDENT (if applicable) DATE
... 10.10.06
SIGNATURE OF CHIEF ACADEMIC OFFICER (if applicable) DATE

PBSD 1894 (Rev. 02/05/2004) ORIGINAL - Principal or Area Office (as appropriate) COPY - School Copy - Sponsor

received

SEP 08 2006



THE SCHOOL DISTRICT of North Area Administration
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 2.4(14))

SCHOOL Independence Middle School		SCHOOL # 2621	TRIP SPONSOR	
CLUB OR GROUP 5th Graders		DATE OF REQUEST 08 / 23 / 06	TRIP SPONSOR TELEPHONE Nancy Guthrie	
ACTIVITY OR FIELD TRIP Ecological Tour of Costa Rica		ACTIVITY CITY AND STATE Costa Rica, Central America		
PURPOSE OF ACTIVITY OR TRIP Ecological Tour				
DESCRIBE ACTIVITY OR TRIP <p style="text-align: center;">SUNDAY</p> <p style="text-align: center;">SUNDAY</p>				
TRIP/ACTIVITY BEGINNING DATE 06 / 10 / 2007	TRIP/ACTIVITY BEGINNING TIME 02 : 30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	TRIP/ACTIVITY END OR RETURN DATE 06 / 17 / 2007	TRIP/ACTIVITY END OR RETURN TIME 06 : 50 <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 forego 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. Transportation _____
- 3. Meals _____
- 4. Lodging _____
- 5. Enrichment Activity _____
- 6. Other Fees _____

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

Field Trip/Activity Request and Planning Packet continued

ACTIVITY OR FIELD TRIP Ecological Tour of Costa Rica	SCHOOL NUMBER 1621
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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	<u>1</u>	Female	<u>2</u>	TOTAL	<u>3</u>
Number of student participating:	Male	<u>7</u>	Female	<u>8</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 Tri Rail to Miami Int'l Airport; Airplane to Costa Rica

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

Nancy Gustree 9/6/06
 SIGNATURE OF PERSON COMPLETING FORM DATE

PRINT NAME PX

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

Gwendolyn Johnson 9/6/06
 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] 9.13.06
 SIGNATURE OF AREA SUPERINTENDENT DATE
 (required for out-of-county)

[Signature] 10.11.06
 SIGNATURE OF CHIEF ACADEMIC OFFICER DATE
 (required for out-of-state)

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