

ATTACHMENT VIII-C

ATTACHMENT VIII-C: Overnight Field Trip Request – SAFE

Suggested Motion: Approve the Overnight Field Trip to Atwood Center, Rockford for SAFE – Students Allied for Equality

Recommended Action: Approve as presented.

Attached is a request from Mr. Klett for an overnight field trip to Atwood Center in Rockford, Illinois. The group will travel by school bus. Three grants have been written, and the trip will be contingent on receiving the grants. There will be 20 students and there will be both a male and a female chaperone. The trip will take place August 25-26, 2016. Mr. Pearce is supportive of the trip.

## Overnight Field Trip Request

(Requests must be made 60 days in advance.)

Class / Organization: SAFE School: NBUE/NBMS

Date(s) of the trip: August 25-26, 2016

Destination: Atwood Center, Rockford

Number of students attending: 20 Male: 10 Female: 10

Chaperones (list each name): Matt Klett

Female chaperone to be determined

Mode of transportation: School bus

Overnight Accommodations: see attached. Two sleeping rooms - 1 for males + 1 for females.

Explain how costs are being met: Contingent on grants. Three have been written / are being written.

Is a trip planner being used: No If yes, give name and experience: \_\_\_\_\_

Please attach a detailed itinerary / objectives for visiting each sight: (Use additional paper if needed)

Signature: M Klett Date: 5/10/16

Principal's approval: [Signature] Date: 5/10/16

Board approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach any necessary information for clarification purposes.**

**This form may be more restrictive than policy.**



## **SAFE – Students Allied for Equality Overnight Field Trip Itinerary**

### **Thursday, August 25**

- 1:00 Depart
- 2:00 Arrive/Unload/Set-up
- 2:30 Develop Mission Statement
- 3:00 Develop 3 Presentations for Student Body
  - Bullying
  - Respect
  - Highly Effective Character Traits
- 5:00 Dinner
- 6:00 Continue Developing Presentations
- 8:00 Free Time
- 10:00 Lights Out

### **Friday, August 26, 2016**

- 6:00 Get ready for the day/pack-up
- 7:00 Breakfast
- 8:00 Team Building
- 11:00 Lunch
- 12:00 Load/Depart
- 1:00 Arrive/Unload