

**FIELD TRIP REQUEST to PRINCIPAL**

Transportation Coordinator who will complete PART TWO. Trans Coord will return form to you so you know how much to charge students. When calculating cost of trip per student, make sure to include costs for teacher/chaperone tickets. Submit to Principal. Submit PART THREE when all monies have been collected and are ready for deposit. DO NOT CUT FORM APART!

Today's Date: 4/18/13 Homeroom(s): CURRENT 6TH, 7TH GRADES  
 Date of Trip: MAY 29TH, 30TH # of Passengers: TBD Is a wheelchair accessible bus needed? YES NO  
 Destination: CRIVITZ WISCONSIN  
 Address, City, State \_\_\_\_\_

PART ONE

LEAVE TIME: (no earlier than 9:00 a.m.) AM 6:00 RETURN TIME: (no later than 2:30 p.m.) 6:30 PM  
MAY 29 MAY 30

NOTE to specials teachers: if you will need a sub to cover classes in your absence, enter request into the AESOP system.

Educational Purpose of the Field Trip (tie into objectives):

LEADERSHIP TRIP. STUDENTS WILL PARTICIPATE IN WHITEWATER RAFTING, GEOCACHING, SURVIVAL SKILLS AND TEAM BUILDING FOR LEADERSHIP PURPOSES FOR THE NEXT SCHOOL YEAR

\$ Cost to Student: 130.00 If PTO Curriculum Enhancement Money is being requested for this trip, the Request for PTO Funds form needs to be completed and attached to this form.

Teacher(s) submitting request (print) DAN JAZO  
 Principal Approval [Signature]

PART TWO

**FIELD TRIP TRANSPORTATION COSTS**

to be calculated by Transportation Coordinator

Transportation Calculation: \$3.00 per mile per bus to and from location + \$17.34 per hour per driver while bus is parked.

Round Trip Miles 424 X \$ 3.00 per mile = \$ 1,272 Parking = \$ \_\_\_\_\_

Wait Time Hours 16 X \$17.34 per hour = \$ 312.12 Tolls = \$ \_\_\_\_\_

Total Transportation costs per student \$ \_\_\_\_\_

Transportation Coordinator has:

•Checked availability of bus(es) and driver(s) •Verified Transportation Charge listed above •Number of buses: 1 or 2 •Trans Coord Initials \_\_\_\_\_

PART THREE

**MONEY COLLECTION COUNT SHEET**

Date \_\_\_\_\_ Received from \_\_\_\_\_

CHECKS @	\$	EACH	TOTALING	\$
CHECKS @	\$	EACH	TOTALING	\$
CHECKS @	\$	EACH	TOTALING	\$
CHECKS @	\$	EACH	TOTALING	\$
			<b>CHECK TOTAL</b>	\$

X	\$ 1.00 =	\$	X	1¢ =	\$	
X	\$ 5.00 =	\$	X	5¢ =	\$	
X	\$10.00 =	\$	X	10¢ =	\$	
X	\$20.00 =	\$	X	25¢ =	\$	
<b>CURRENCY TOTAL</b>			\$	<b>COIN TOTAL</b>		\$

Number of Teacher/Chaperone Tickets \_\_\_\_\_

Number of Fee Waived Students \_\_\_\_\_  
 (District covers this cost)

Check Payable to \_\_\_\_\_

In the Amount of \$ \_\_\_\_\_

Check Needed By this Date \_\_\_\_\_

# **Millburn Middle School Leadership Trip Peshtigo River Rafting, Geocaching, and Teambuilding**

**Purpose:** Millburn and Millburn West students will participate in white water rafting, geocaching, survival skills and team building for leadership purposes for the next school year. Boys and girls going into 7th and 8th grade will be chosen.

**Place:** Crivitz Wisconsin, Kosirs Rapid Rafts and Campground. (4.25 hours from Millburn.)

**Date:** May 29th and 30th.

## **Itinerary:**

**May 29th** 6:00a.m. Leave Millburn School on school bus.  
9:00a.m. Breakfast at Perkins (Manitowoc WI.)  
11:15a.m. Arrive at Kosirs, set up camp, check in for raft trip  
1:00p.m. Rafting  
3:30p.m. Off river, Lunch  
4:30p.m. Hiking at Daves Falls  
7:00p.m. Dinner  
8:00p.m. Teambuilding/Survival skills  
10:00p.m. Sleep

**May 30th** 8:00a.m. Breakfast  
8:45a.m. Break down camp  
9:30a.m. check-in for raft trip  
10:00a.m. Rafting  
2:00p.m. Off river, head home, eat  
6:30p.m. Return to Millburn

**Process:** Interested students must complete the application/essay and be in good standing in all classes. Those students completing all requirements will be placed in a lottery by grade, and gender.

**All applicants must be proficient at swimming.**

**Cost:** \$130 for students – includes 2 breakfasts, lunch and dinner, round-trip transportation, lodging, 2 rafting trips, geocache, survival skills and memories that last a lifetime.

(student must pay for lunch on the trip home)

Applications are due by May 1st.

Questions, please call Mr. Jazo at 245-1655.