

MEMORANDUM

TO: School Committee
FROM:  Mr. Zinni
DATE: May 3, 2021
RE: HS Overnight Field Trip – KP Marching Band

Recommendations:

1. To approve the attendance of King Philip Regional High School Marching Band students to attend National Championships in East Rutherford, NJ and New York, NY from November 5-7, 2021, according to Policy JJH and IJOA, as presented.

/ebw

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 APR 16 2020

**KING PHILIP REGIONAL SCHOOL DISTRICT
 OVERNIGHT FIELD TRIP REQUEST FORM**

Date of Request	4.13.21
School Organization (class/club/grade)	KP MARCHING BAND
Destination (City/State/Lodging)	EAST RUTHERFORD, NJ + NEW YORK CITY
Purpose/Objective(s) of Trip	NATIONAL CHAMPIONSHIPS
Teacher(s) in charge	MICHAEL KEOVET
Mode of Transportation/Company	BOSTON COMMON COACH
Departure: date/time/arrival time/place	NOVEMBER 5, 2021 @ 4AM
Return: date/time/arrival time/place	NOVEMBER 7, 2021 @ 10PM
Lodging: (name and location)	FAIRFIELD INN E. RUTHERFORD, NJ 07073
Number of students	~ 75
Names of chaperones (Please note: All Chaperones need to have current CORI on file with KPRSD*).	~ 10
Student:chaperone ratio	7.5/1
Cost Per Student	\$130.00
Funding Source(s)	FAMILIES.

Has trip occurred previously? If so, describe.

YES. ANNUALLY.

*All CORI forms need to be completed in person at the Superintendent's office with a photo I.D. (Chaperones may be required to be fingerprinted per policy ADDA.)

*All travel requests must be received in the Superintendent's Office at least ten (10) days prior to a regular school committee meeting. Meeting dates are posted on the website.

*One request per form, please.

*You may attach any additional information you think will be relevant.

*Even if there is no cost to the district or student, ALL costs of the trip (transportation, lodging, mileage, meals, etc.) should be listed under the cost section.

Principal's signature: [Signature] Date: 4/14/21

Approval: Yes X No _____

Superintendent's signature: [Signature] Date: 4-28-21

Approval: Yes X No _____

School Committee Approval: Yes: _____ No: _____ Date: _____