

APPENDIX B:

OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST

Out of state and extended field trips requires Board of Education approval. This form should be completed by the teacher, submitted to the building principal, and then forwarded to the curriculum office at least ten days prior to a Board meeting. If a teacher or other staff member is requesting reimbursement for expenses incurred on a field trip, a Request for Reimbursement form, found in the same location, must accompany this form when submitted to the Board of Education. Staff members will be notified of the Board's decision through the Board meeting summaries.

School: White Oak Middle School

Grade level, group or classes participating: Student Council 7th-8th

Employee(s) submitting request: Megan Molnar (Hodge)

Destination: Camp Campbell Bard

Departure date and time: 10/14/2021 Return date and time: 10/15/2021

Please respond to the following questions. @ 9:00 am 2:00 pm

Students

1. What is the educational objective or intent of the trip? What curriculum objectives/grade level indicators does the trip support?

- Build leadership skills - Gain problem solving skills
- Strengthen teamwork

2. How was the destination selected?

The destination was selected based on the activities offered along with price. This destination has been used in the past.

3. How many school days will be missed? How are students going to arrange to make up work in their other classes?

The students will miss 1 day of school. They will be responsible to check with their teachers to pick up work.

4. What pre-trip activities will occur to prepare the students?

The students will discuss components of why teamwork is important and what good leadership skills look like in society.

5. How will the students be assessed for accomplishment of the educational objective of the trip? They will be assessed on skills learned by planning and coordinating activities throughout the school year.

6. How many students will be participating?

Approximately 30 students.

7. What are the criteria for student participation?

Criteria are:

8. What will be the educational alternative provided for students who do not participate in the field trip?
Student Council membership - parent permission

9. Will any special considerations need to be made for special education students?
Students who do not participate in this field trip will be required to attend a normal school day.

No special considerations are needed.

Transportation, Lodging and Finances

10. What type of transportation is being used for this field trip? School District buses may not be used if a round-trip distance from the state line to the destination is over 240 miles. Please contact the Transportation Department if you have any questions concerning this.

The NWLSD buses will be used for this field trip.

11. Which, if any, outside vendors are facilitating the trip? (Ex.: travel agents, private buses, airlines, etc.)

There are no outside vendors facilitating this trip.

12. If students are staying overnight, what is the name, address and phone number of the facility where they will be staying?

Camp Campbell Bard, 4803 Augsburg Rd.

Hamilton, OH 45011

13. Please describe all costs associated the field trip and how each cost will be covered.

Total cost per student is \$80.-. Students are responsible for covering their own costs.

14. What provisions will be made to cover student costs if fundraising does not generate enough financial support and/or some students are unable to pay for the trip?

If financial issues arise, student council can use a portion of their¹⁵ funds to help with student costs.

Parents/Chaperones

15. How are parents being informed about the trip?

Parents will receive a letter sent home and emailed. The letter will describe all details/costs. Permission slips

16. There should be at least one chaperone for every 10 students. What will be the adult to student ratio?

Approximately 1 adult to 10 students.

will be required and signed by parent. All camp contact info will be given

17. Which staff members will be serving as chaperones? (Please consult the principal before asking other employees to participate. Please consult the human resources office before asking employees in other Northwest Schools to Chaperone.)

Megan Molnar Hodge, Victoria Kruse, Ken Merchant, Andrew Meyer

18. How many parent chaperones will be participating in the field trip? How will the chaperones be chosen? What type of orientation or training will the chaperones receive?

No parents will be participating in this field trip.

Please attach a copy of the itinerary.

All students participating in the field trip must present a permission form signed by the student and parent. The permission form must indicate both parties understand the school rules and the code of conduct. The permission form must also include a liability release.

Megan Molnar Hodge
Signature of Employee

4/1/2021
Date

Kevin Gal
Approval of Principal

4/1/21
Date



Received in the Curriculum Office

Date

Approval of Administrator in Charge of Curriculum

Date



YMCA Camp Campbell Gard

4803 Augspurger Rd.
Hamilton, OH 45011
513-867-0600

March 10, 2021

campoffice@gmvyymca.org
www.ccgymca.org

Booking Contract: White Oak

Organization: White Oak Middle School

Address: 3130 Jessup Rd.

City/State/Zip: Cincinnati, Ohio 45239

Country: USA

Primary Contact: Megan Hodge

Email: mhodge@nwlsd.org

Booking Type **Group Camping**

Contact Phone:

Dates

Arrival Date: Oct 14, 2021

Arrival Time: 10:00 AM

Departure Date: Oct 15, 2021

Departure Time: 1:00 PM

Guests

Expected number: 35

Guaranteed Min 30

Date to Confirm Group 2 weeks prior to arrival

Reservations

Accommodations

Cabins

Name	From	To	Notes
Cabin 7	Oct 14 10:00 AM	Oct 15 1:00 PM	
Cabin 8	Oct 14 10:00 AM	Oct 15 1:00 PM	

Meals and Requests

Meal Date	Meal Type	Meal Name	Location	Number of Guests
Oct 14, 2021 12:00 PM	Lunch	Lunch	Dining Hall	35
Oct 14, 2021 5:30 PM	Dinner	Dinner	Dining Hall	35
Oct 15, 2021 8:00 AM	Breakfast	Breakfast	Dining Hall	35
Oct 15, 2021 12:00 PM	Lunch	Lunch	Dining Hall	35

Financial Information

Cost Per Person: \$80

Charges

Date	Description	Total
Mar 10, 2021	Group Camping - 2 Day	\$2,800.00

Total Fees:	\$ 2,800.00
Total Payments:	\$ 0.00
Postdated Payments:	\$ 0.00
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Amount Due:	\$ 2,800.00

Please remit the non-refundable deposit of \$200, sign and return this form by September 14, 2021 to confirm your reservation.

Facilities and services will be confirmed only if the signed group contract and deposit are received by the due date.

GREAT MIAMI VALLEY YMCA YMCA CAMP CAMPBELL GARD

TERMS OF USE

Our Camp is established to allow for experiences which include meaningful discussions, enjoyment in and learning about the out-of-doors, strengthening relationships among people, developing spiritual awareness, developing a sense of personal self-worth, learning skills best done in a camp setting, and other positive program experiences. For these reasons and because there is often more than one group in camp, supervision must be supplied by the group as agreed upon with the YMCA administration. YMCA staff will supervise any specialized recreational activity. User group organizers, together with YMCA staff, are responsible for the enforcement of the following:

1. All federal, state and local laws and regulations will be enforced. The YMCA will not be responsible in case of deviation from the laws by group users.
2. Drugs and weapons are prohibited.
3. Groups are responsible for the conduct of their members. The cost of repairs for damages to YMCA property by any group member(s) shall be the responsibility of the group and shall be included with all other payments due to the YMCA.
4. Group members, campers and camp staff are to wear clothes appropriate for outdoor activities. Group members, campers and staff shall not wear clothing or display banners or posters that refer to or generally promote alcohol, drugs, tobacco, sex, profanity, vulgarity, gangs or cults, hate, violence, death, suicide, gore and/or blood, that show disrespect to any person or group of people or their beliefs, or that is otherwise contrary to the YMCA's mission.
5. All press releases, articles, publications and advertising, to be issued by the User Group, that refer to the Great Miami Valley YMCA or YMCA Camp Campbell Gard must be approved in writing in advance by an officer of the Great Miami Valley YMCA.
6. All groups are required to provide a person currently certified in First Aid and CPR/AED for their visit to camp. YMCA staff will provide care to the extent of their training. First aid kits are provided by Camp and located in the Dining Hall, Office, Ittel Hall, and Infirmary. It is also highly recommended that groups have basic contact information, emergency contact information, insurance, allergies, restrictions, and a signed permission to treat form for each of their participants. 911 should be used for all medical emergencies.
7. Any incident or event requiring first aid must be reported to CCG staff for our records and risk management protocol. In the event that emergency services are required, the camp staff must be notified and will assist in the care of the individual and guiding the ambulance/police personnel to the individual.
8. Medication administration is the responsibility of the group and the YMCA strongly recommends that all medication be stored under lock when not in the control of the person administering them.
9. The YMCA recommends that all groups follow appropriate screening procedures for staff and volunteers with access to children including background checks and screening of the National Sex Abuse Registry.
10. YMCA policy requires the strict control of the use of alcoholic beverages on YMCA property and for programmatic purposes of the group only. Any use of alcoholic beverages requires the expressed written consent of the YMCA. All state and federal laws prohibiting the use of alcohol by minors must be adhered to.
11. No pets, firearms or fireworks are to be brought on to camp property. The YMCA advises electronic equipment, personal sports equipment, and other items of value not be brought to camp.
12. At the conclusion of a groups stay, the facilities and grounds will be left in clean and proper order with all equipment returned to the designated location.
13. All camp rules and policies must be followed including the designation of smoking areas, vehicle restrictions, parking, occupancy limits, etc. Groups will receive an orientation of all safety rules prior to activities. Permission from a director must be obtained for vehicles in any location other than parking lots and the main camp lane. All users must observe the speed limit of 15 mph.
14. Any group cancellation results in the loss of deposit. If cancellation is made less than 90 days prior to the arrival date, the group will be responsible for the cost per person of 100% of the minimum number guaranteed.
15. Use of buildings, grounds, and other facilities shall be designated by the YMCA. The decision of the Program Director shall be final.
16. The Group is responsible for providing all emergency medical treatment and transportation for its participants.
17. The Group agrees to hold the Great Miami Valley YMCA and its Camp management harmless from any and all liability resulting from the Group's use of YMCA property or any claim arising therefrom. All groups using YMCA Camp Campbell Gard must have liability insurance, and shall, prior to use of YMCA property, list the Great Miami Valley YMCA as an additional insured on said policy and shall provide the camp management with a certificate of insurance.
18. Each Chaperone, Participant, Student and Teacher is required to complete and return our Participation Form before attending camp.
19. This agreement and use of the YMCA Camp Campbell Gard by the User Group does not constitute an endorsement or approval of any policy, belief, or practice of the User Group, or its members, by the Great Miami Valley YMCA.
20. Any additional rental equipment needed by the group will be the responsibility of the group. Drop off and pick up of any and all rental equipment will need to be coordinated with the Camp Staff.

I/We have read the terms and conditions above and wish to confirm the booking details above.

Signed: _____

Date: _____



YMCA Camp Campbell Gard Participation Form

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CONTACT INFORMATION

Camp will change your life if you let it. ®

School Name:
Camper Name: Birth Date: Age at Camp Gender: [] Male [] Female
Home Address: City: State: Zip: Phone:
Parent/Guardian Name: Cell Phone: Email:
Home Address (if different from the above): Work Phone:
Insurance Company: Policy Holder: Policy Number:

If Parent/Guardian is not available in an emergency, please contact:

Name: Relationship: Home Phone: Cell Phone:

1. BED BUG PREVENTION

I understand YMCA Camp Campbell Gard's bed bug prevention plan and will pack accordingly in appropriate soft sided/mesh/laundry style bags. I understand CCG is being very pro-active with their prevention policies and will superheat my child's luggage (except from heating; toiletries, shoes & medical equipment).

Signature: Printed Name: Date:

2. PHOTOGRAPHY AND VIDEO RELEASE

I grant my permission to allow pictures and/or videos to be taken of myself or my child to be used for the sole purpose of literature, print materials, website, social media, advertisements, video production, and events for the Great Miami Valley YMCA and YMCA Camp Campbell Gard.

Signature: Printed Name: Date:

3. CHALLENGE COURSE REQUIREMENTS

Participants Shall:

- 1) Complete and sign a YMCA Camp Campbell Gard Participant Agreement. 2) Complete weigh-in procedures with staff. 3) Meet the following criteria;

Max Weight: 275lbs, Minimum Age (Zip Line/Giant Swing ONLY): 5 years, Minimum Age (Lanyard Course): 12 years, Minimum Height: 5ft reach, Not be pregnant, Not be intoxicated
Have no medical conditions which would require immediate medical attention or exacerbated by participation. Be able to understand and follow instructions (verbal and/or visual) given by staff. Not have any Physical limitations that would keep them from performing the required on-course skills and be able to demonstrate these skills in Ground School.

These skills are: Hiking, Assuming proper body position, Wear footwear and clothing required for the activity, Close-toe Shoes (i.e. tennis shoes or boots), Clothing appropriate for possible extreme weather conditions, Must wear all required PPE and don it per the equipment manufacturer recommendations.

YMCA Camp Campbell Gard reserves the right to prevent anyone from participating in challenge course activities if the staff deems the participant to be putting themselves or others at risk. YMCA Camp Campbell Gard also reserves the right to cancel or stop challenge course activities if the conditions become unsafe-either because of weather, participant misconduct, or anything else the staff believe to be a safety concern. (Page 1 of 2)

HEALTH INFORMATION FORM and PARTICIPATION WAIVER

I certify that myself and/or my child is in good health and has my permission to participate in the **CAMP PROGRAM at YMCA Camp Campbell Gard**. I agree to comply with all camp policies and procedures. **I AGREE TO RETURN ANY/ALL COMPLETED REQUIRED FORMS/WAIVERS BEFORE ARRIVING AT CAMP.** I am aware that YMCA Camp Campbell Gard reserves the right to cancel any camp program. I understand that any/all activities at camp involve a known or reasonable risk of injury and or illness, and I grant permission for myself and/or my child to participate in any/all planned camp activities, including, but not limited to, Out-of-Camp Trips by Bus or Van, Playground Equipment, Sports, Wagon Ride, Hiking, Biking, Horseback Riding, High Ropes Courses, Zipline/Giant Swing, Challenge Adventure Activity - Power Pole, Rock Climbing, Swimming, Boating (Canoe/Kayak), Log Rolling, Rock Range, Jumping Pillow, Archery, and Shooting Sports. I have read the Challenge Course Requirements, understand the risks involved, and grant permission for my child to participate in YMCA Camp Campbell Gard's Challenge Course Programming-Low Ropes, Challenge Course, Power Pole, Rock Climbing, Zip Line, and Giant Swing. I acknowledge that YMCA Camp Campbell Gard is not responsible for lost, stolen, or damaged personal items. I understand that the Great Miami Valley YMCA and YMCA Camp Campbell Gard assume no liability for the accidental injury to myself and/or my child while participating in the Camp program. I hereby agree to indemnify and hold harmless the Great Miami Valley YMCA and YMCA Camp Campbell Gard, its staff and volunteers, from all losses, claims, and/or actions that may arise from myself and/or my child's participation in the Camp program. If this is not signed and returned, participant will NOT be able to attend camp nor engage in activities. The undersigned has read, understands, and completed this Participation Form/Waiver, and by signing below, intends to be legally bound.

Signature: _____ Printed Name: _____ Cell # _____ Date: _____

In the event of an emergency/illness and/or any other unforeseen instance: please note that the Teacher/Group Leader will be in charge of releasing any child and the Great Miami Valley YMCA and YMCA Camp Campbell Gard, its staff and volunteers will not be held responsible and/or liable under any circumstances.

Parent/Guardian and/or Authorized Representative completing this form/waiver MUST sign here:

The undersigned has read, understands, and completed this Participation Form/Waiver, and by signing below, intends to be legally bound.

Signature: _____ Printed Name: _____ Cell # _____ Date: _____

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