

## 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: Colerain High School

Grade level, group or classes participating: Freshman, JV, and Varsity Cheerleading

Employee(s) submitting request: Ellen Hannon (Varsity Cheer Coach)  
(Grades 9-12)

Destination: Miami University (UCA Cheer

Departure date and time: 7/8/21 - Time TBD  
Camp)

Return date and time: 7/11/21 - Time TBD

Please respond to the following questions.

### Students

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

The educational objective for this trip is for the CHS cheerleading squads to learn new material such as cheers, chants, and dances. It also allows for

2. How was the destination selected?  
The closest UCA Camp is hosted at Miami University a bonding opportunity and to be a part of the larger cheerleading community.

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

Zero since it is taking place during the summer.

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

Weekly practices leading up to camp.

5. How will the students be assessed for accomplishment of the educational objective of the trip?

Students will be assessed by how well they perform during the performance on the last day of camp. We will also be able to use the material they learn throughout the cheerleading season.

6. How many students will be participating?

36 students

7. What are the criteria for student participation?

Being on the Varsity, JV, or Freshman cheerleading squads.

8. What will be the educational alternative provided for students who do not participate in the field trip?

N/A

9. Will any special considerations need to be made for special education students?

N/A

#### 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.

Parents will be carpooling and driving their daughters up to Miami for camp

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

None

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

Miami University  
501 E High Street  
Oxford, OH 45056

(513) 529-1809

13. What is the total cost per student?

\$ 406

14. How is the trip being funded? 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?

Parents paid for their child

#### Parents/Chaperones

15. How are parents being informed about the trip?

It was communicated to parents prior to tryouts. It was also discussed at the parent meeting and many emails were sent out

16. There should be at least one chaperone for every 10 students. What will be the adult to student ratio? **All three coaches will be present as well as the UCA staff that is running the camp.**

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.)

**The three cheerleading coaches.**

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?

**There will be no parent chaperones for this 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.

Ellen Han  
Signature of Employee

6/9/21  
Date

Ms. Storie / Kim Davis  
Approval of Principal

6/10/21  
Date

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Received in the Curriculum Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Administrator in Charge of Curriculum

\_\_\_\_\_  
Date

**Northwest Local School District Field Trip- Request for Reimbursement**  
(Attach to Out-of-state or Extended Field Trip form when submitting for Board of Education approval)

Northwest Local School District will reimburse a limited number of expenses for employees who chaperone student field trip. These expenses must be pre-approved by the administrator in charge of Curriculum at the time of Board approval. Please indicate the fund that will pay for expenses. Once Board approval is received, you must work with your Building Office Personnel 5 to ensure that proper Purchase Orders are in place. Any expenses above the approved amount will not be reimbursed.

Name of employee(s) serving as chaperones on school field trip, their building and their grade level or subject area taught:

Ellen Hannon - CMS / 7th Grade LA and Varsity Cheer  
Taryn Taleff - Freshman Cheer Coach (CHS) Coach  
Courtney Knight - JV Cheer Coach (CHS) (CHS)

Date(s) of field trip 7/8/21 - 7/11/21

Destination of field trip: Miami University

Please list below the expenses for which each employee expects reimbursement on your trip:

Item	Cost/Fund
<u>Payment for 1 Coach</u> <u>(Other 2 coaches are</u> <u>free since 1 coach</u> <u>is covered for every 18</u> <u>girls)</u>	<u>\$406 - Boosters</u> <u>Account</u>
Total	<u>\$406</u>

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 Administrative Office Use Only

\_\_\_\_\_ Request denied

\_\_\_\_\_ Request approved for \_\_\_\_\_ employee(s) chaperones  
 for a maximum of \$ \_\_\_\_\_

\_\_\_\_\_  
 Administrator in Charge of Curriculum and Instruction

\_\_\_\_\_  
 Date

**NORTHWEST LOCAL SCHOOL DISTRICT Transportation Department  
 Daytime Field Trip Guidelines**

Please submit your Field Trip Bus Request in Trip Tracker a Minimum of **2 WEEKS** in advance of your requested date. When we receive your request, we will send you a confirmation stating