

Readington Township Public Schools
Field Trip Application

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X Readington Middle School xHolland Brook School

Part I

Grade/Class: 4th Grade G&T, 6th Grade Quest # Students 34 # Chaperones 2 Application Date 3/3/14

Teacher Coordinator Emily Bengels and Filomena Hengst School Ext 3405 Has trip been taken in previous years? no

Trip Location(s) Flemington Raritan Intermediate School NJ

Purpose To participate in a Creativity Coop with students from other gifted students in other HCRHS sending districts

How does this trip relate to your curriculum? Creative problem solving, collaboration, academic challenges, socio-affective needs

How will the students benefit from this experience? Challenge, camaraderie, creativity and joy

Will any students with special needs be attending no If yes, please explain. Diabetic student (nurse needed or parent chaperone) NK

Number of parent chaperones 0 Number of teacher chaperones 2

Names of teacher chaperones Emily Bengels and Filomena Hengst

Is an epi-pen delegate needed? Yes Name of delegate Emily Bengels (I need to be retrained)

Transportation 1 # District Buses

Dates & Times xSingle-day Trip

Trip Date(s) April 2nd, 2014

Leave School 9:00 Arrive Destination 9:30 Leave Destination 1:45 Arrive School 2:10

Round Trip Mileage 21 miles Travel Time approximately 45 minutes

Costs None

Technology

Will any technology resources be taken on the field trip (laptops, digital cameras, etc)? No

If yes, please record the ITDirect Incident ID, as well as a listing of the items requested below:

ITDirect Incident ID _____

Preliminary Approval

Granted

Denied


Principal/Assistant Principal

Part II Once the principal/assistant principal grants preliminary approval, it is the teacher coordinator's responsibility to provide a copy of this application to each of the following staff, in the order listed, for approval/notification. Signatures should be secured on the teacher coordinator's original copy of the application, which must then be resubmitted for the principal's consideration.

See attached

<hr/> <i>Mans (M) Robinson</i> Transportation Coordinator	<hr/> Date 3/3/14
<hr/> <i>[Signature]</i> School Nurse	<hr/> Date 3/3/14
<hr/> <i>[Signature]</i> Food Service Manager	<hr/> Date 3/3/14

Part III Once the principal approves the field trip, please forward the form to the Superintendent for approval.

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<hr/> <i>[Signature]</i> Principal	<hr/> Date 3/3/14
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<hr/> Superintendent/Designee	<hr/> Date

Part IV Once field trip form is received by Transportation, the Teacher Coordinator will be called to confirm details of the trip.

Transportation Confirmation P/U time _____ D/O time _____ Dates _____ Buses _____

Date _____ Spoke to _____ Confirmed by _____