

Readington Township Public Schools
Field Trip Application

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☒ Readington Middle School ☐ Whitehouse School ☐ Three Bridges School ☐ Holland Brook School

Part I

Grade/Class 6th # Students 10 # Chaperones 2 Application Date 3/15/2014

Teacher Coordinator Beth McGivney School Ext _____ Has trip been taken in previous years? NO

Trip Location(s) St. Hubert's Animal Shelter, North Branch ☒ NJ ☐ Out of State

Purpose Student Committee of Read-a-thon to deliver donations

How does this trip relate to your curriculum? Connects to our literacy program.

Students raised money through reading, sustained reading, to support a local charity

How will the students benefit from this experience? Student committee will be able to reflect on their achievement(s) and witness how their efforts will help a community organization.

Will any students with special needs be attending _____ If yes, please explain. _____

Number of parent chaperones 0 Number of teacher chaperones 2

Names of teacher chaperones Beth McGivney and Nancy Belick, paraprofessional

Is an epi-pen delegate needed? _____ Name of delegate _____

Transportation 1 # District Buses _____ # Charter Buses _____ Other _____

Dates & Times ☒ Single-day Trip (1 1/2 day) ☐ Multiple-day Trip

Trip Date(s) 4/4/14

Leave School 11:30AM Arrive Destination 12:00 Leave Destination 1:30 Arrive School 2:00PM

Round Trip Mileage 7 Travel Time 1 hour

Costs Transportation _____ Admissions 0 Other 0

Technology

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

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

ITDirect Incident ID 30129000005281

Preliminary Approval



Granted



Denied

[Signature]
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.

Mauri Cole 3/17/14
Transportation Coordinator Date
Mary Ann Carey, RN 3/17/14
School Nurse Date
* Students will not be missing lunch
Food Service Manager Date

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

☐ **Approved** ☐ **Denied** _____
Principal Date
☐ **Approved** ☐ **Denied** _____
Superintendent/Designee 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 _____