MAR 25 2019

NR-W BUSINESS OFFICE

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MAR 11 2019

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NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST/INSTRUCTIONAL PLAN

* needs BoE approval

INSTRUCTIONS: Prepare and submit via the principal to the Superintendent for approval at least six (6) weeks prior to the scheduling of an overnight field trip and three (3) weeks prior to the scheduling of a trip during school hours.

School: HS Submitted By: Jennifer Judge

Title of Trip (include class or club): FBLA State Leadership Conference

Destination: DoubleTree or Holiday Inn Hotel Binghamton

Departure: 4/10/19 (Date) 9 ~~7:20~~am (Time) HS (Location)

Return: 4/12/19 (Date) 3:00pm (Time) HS (Location)

Number of participating staff: 1 Name(s): Jennifer Judge

Number of participating students: ~~5~~ 4 * Are staff substitutes needed? yes

~~Any~~ 3 additional students will be paid for by FBLA extra curricular account.

Is bus transportation needed? yes Approximate number of miles round trip: 232.0

Will consent forms be secured from all parents/guardians? yes

HS ONLY: Will each student complete a teacher sign off sheet for the classes s/he will be missing? yes

What costs are associated with this trip and how will they be paid for?) $~~425~~ 400/person paid for through ~~FBLA Treasury~~ PO # 19-0179

$1200 from FBLA

INSTRUCTIONAL OBJECTIVES

Be specific – include prerequisites, proficiency level desired, and measurement.

FBLA members will compete in state and national events as well as elect state officers and attend leadership workshops.

ACTIVITIES

Preparation: How will the students be prepared for the trip as an instructional activity?

Year-long activities and meetings prepare members for this Conference.

(Continued)

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On trip: What instructional activities will occur on the trip?

Members will have the chance to attend leadership workshops, compete in business-related events and meet other FBLA members from NYS

Follow-up: Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?

Upon return, members will either start preparing for the National Leadership Conference (if they qualify) or helping others prepare.

CORRELATION

Name the subject matter area(s) to which the experiences of this trip will correlate; explain in what way the trip correlates.

Business & careers

PROVISIONS FOR CONTINUITY OF SCHOOL WORK

What instructional provisions have been made to help participants keep up with other classes that they will miss?

Students will bring assignments with them to complete during downtime.

What specific plans have been made for the continued instruction of those students who will not participate in the field trip project?

FBLA members that don't attend will not suffer; they can start prepping for next year.

(Continued)

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PRINCIPAL'S REMARKS:

Approved ✓ Not Approved _____

Cost $400 Pending PO# 19-01179

To Budget Code _____ Pending PO# _____

3 other students attending. Paid for through FDLA co-curricular account. ($1200)

Comments: _____

Signature _____ Date 3/8/19

BUSINESS EXECUTIVE ACTION:

Approved ✓ Not Approved _____

Comments: _____

Signature _____ Date 3/14/19

SUPERINTENDENT'S REMARKS:

Approved _____ Not Approved _____

Comments: _____

Signature _____ Date _____

BOARD OF EDUCATION ACTION: (If required)

Date of Board Resolution _____

Approved _____ Not Approved _____