

Memo

To: Ms. Ruscio

From: Mr. Van Etten

Date: January 22, 2015

Regarding: Proposed Language Trip

I am recommending to you and the Board of Education the approval of the Foreign Language trip to New York City that is attached. Mrs. Zimmerman will be the lead supervisor. No school is scheduled for the day of the trip. We will add supervisors as needed to maintain a 1:10 chaperone to student ratio.

I am happy to answer additional questions. Thank you for your support of these important learning experiences.

**STAFF FIELD TRIP**

DATE OF REQUEST: 12/20/14

TEACHER'S NAME: Mrs Tammy Zimmerman

DESTINATION: New York City DATE(S) 5/22/15

DEPARTURE TIME: 6:00 am RETURN TIME: 8:00 pm

VEHICLE REQUESTED (Check one): SEDAN  WAGON  BUS

CLASS/GROUP: International Club

NUMBER OF STUDENTS: 30-45

CHAPERONES: Mrs. Zimmerman

TBA

DESCRIBE BRIEFLY HOW THE FIELD TRIP WILL HELP MEET YOUR GOALS AND OBJECTIVES FOR THE COURSE: \_\_\_\_\_

The students will visit several cultural & historical sights in the City.

***If a waiver is required, please make sure you take care of this.*** Parents should be aware that in the event the Administration or the Board of Education is forced to cancel a trip for reasons of student safety, all or part of their family's deposit may be lost.

List students in alphabetical order, who will be going on the field trip. If you need space, please use the back of this form. Nurse's Office must receive list of students who will be out of the building.

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TBA

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Return this form to the Principal's Office...  
Complete a **VEHICLE TRANSPORTATION REQUEST FORM**  
Request a sub if needed.

To: The Homer School Board Members  
From: Homer international Club/ Mrs. Tammy Zimmerman- Faculty Advisor  
RE: Fieldtrip to New York City  
Date: December 1, 2014

Dear Homer Board Members:

The High School International Club is seeking approval in order to offer a one day excursion to New York City on May 22<sup>nd</sup>, 2015. On this date our students will not miss classes. This fieldtrip will be offered to the International Club active members and any student that is attending a language class here at Homer High School.

You will find a copy of our proposed itinerary and possible costs included with this letter. Students have been provided with fundraising opportunities in order to help with these costs. Please feel free to contact Mrs. Zimmerman with any questions or concerns that you may have.

Thank you for your time and consideration.

Sincerely,

Homer International Club / Mrs. Tammy Zimmerman  
tzimmerman@homercentral.org



Homer Junior High School  
 58 Clinton Street  
 Homer, NY 13077  
 To  
 New York City Spanish Tour

Friday May 22, 2015

6:00 am	Departure, stop en route at group's discretion.
11:00 am	Spanish Repertorio Theatre "La Gringa"
1:00 pm	Lunch at Iguana
2:00 pm	Salsa Lesson at Iguana
3:30 pm	Assemble to arrive at United Nations at 3:30pm
4:00 pm	United Nations Tour
5:30 pm	Free time in Time Square
7:00 pm	Assemble and start for home. Stop en route for dinner – group's expense

**Package includes:**

- Deluxe Motor coach transportation with DVD and lavatory
- 1 Lunch at a Spanish Restaurant
- All Admission listed in the itinerary are included
- Tour Guide
- 1 Chaperone compliments every 10 students
- All taxes and gratuities
- We are members of the National Tour Association (NTA) and carry a \$1,000,000 professional liability, errors and omissions insurance policy

Price is based on the number of paid participants

Paying Participants	Price per Participant
50	\$174
45 – 49	\$185
40 – 44	\$198
35 – 39	\$215
30 – 34	\$237

Price and itinerary are subject to change based on availability at the time of booking.



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12/3/2014