

HOMER CENTRAL SCHOOL DISTRICT
P.O. BOX 500
Homer, New York 13077-0500

**Director of Physical Education
and Athletics**

Michael Carboine
(607) 749-1213

To: Nancy Ruscio

From: Michael Carboine 

Date: September 24, 2015

Re: Ice Hockey Field Trip

The ice hockey team is scheduled to participate in a tournament located in Albany, NY on November 27 and 28, 2015. Their games are scheduled for 7:30 pm on 11/27 and 10:00 am on 11/28. The coaches would like the team to stay overnight for one night in Albany on the night of November 27th. They plan on leaving Homer on Friday, November 27th at 11:30 am and will be returning approximately 4:30 pm on Saturday, November 28th.

The team has tentative reservations at the Comfort Inn in Albany for Friday night. The ice hockey booster club and parents will be paying for the hotel rooms, meals and charter bus transportation for the players and coaches. There will be two coaches, a trainer and approximately 12-18 parents to chaperone the team comprised of approximately 23 players.

As this is an overnight field trip, I am requesting that the Board of Education review this trip for their approval. I have attached the field trip request form and their itinerary to this request. Thank you for your consideration.

Cc: Chad Totman, coach

HOMER CENTRAL SCHOOL
BOARD OF EDUCATION
Field Trip Request Form

School Group/Organization: Athletics

Destination: Albany, NY

Field Trip Dates (Departure-Return): Nov. 27-28, 2015 Date submitted: 9/24/15

Advisor(s): Chad Totman Number of Students: Approx. 23 Number of Chaperones: 3

Paul Quintan - Asst Coach
Dave Boyland - Trainer

2 of the Chaperones must be staff members

Chaperone Names: Chad Totman Paul Quintan + many parents will be traveling w/ team.

Building: High School School Days Absent: NONE
Explanation: _____

Cost to Student: NONE

Fund Raising Required: NONE - Funded by Hockey Booster Club.

Transportation (Circle one): School Bus Charter Airplane Other

Itinerary (Use other side or include attachment):

Purpose of Trip (Educational Value): Ice Hockey Tournament - 2 games played in the Albany, NY area against Shaker Colonie and either Bethlehem or Wampanoek HS.

***It is the responsibility of the teacher organizing this activity to inform parents of the possibility that all or part of any deposit may be lost in the event the School Board or Administration is forced to cancel this trip.**

Approved by Administrator: [Signature] 9/24/15
(Administrator's Signature) (Date Approved)

Submitted to Board of Education for Approval: BOE 10/13/15

Itinerary- Away Trip to Shaker Colonie Tournament- Albany County Hockey Facility

November 27, 2015

11:30 Depart JM McDonald Building-Lunch on Bus

3:00 Check into hotel-Comfort Inn and Suites 16 Wolf Rd Albany NY 12205

5:00 Depart Hotel for game and to watch the Bethlehem vs Mamaroneck game

7:00 Game vs Shaker Colonie

9:00 Leave for hotel

9:15 Dinner/Pizza at hotel

10:00 Lights out

November 28, 2015

7:30 Continental Breakfast

Leave for game 8:30

10:00 game

12:00 Lunch at restaurant TBA

1:30 Depart for Home

4:30 Arrival at JM McDonald

Supervision by:

Chad Totman

Paul Quinlan

Many parents traveling with us as well

CORTLAND ENLARGED CITY SCHOOL DISTRICT BOARD OF EDUCATION REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP

This form applies to any trip scheduled during the school year, organized and/or supervised by a teaching staff member for students (some or all) from that teacher's school that involves two or more night's lodging.

REQUESTED BY SUPERVISING TEACHER <i>Chad Totman</i>	SCHOOL <i>HS</i>	DATE <i>9-15-15</i>
DESCRIPTION OF THE TRIP <i>Overnight hockey Tournament at Albany County Hockey Facility. Playing Shaker Colonie Friday Nov. 27 @ 7:00 and Bethlehem Nov. 28 @ 10:00.</i>		

TRIP DETAILS		
DESTINATION OF TRIP <i>Comfort Inn + Suites</i>	DEPARTURE DATE <i>11/27-15</i>	DEPARTURE TIME <i>11:00</i>
ADDRESS <i>16 Wolf Road Albany NY 12205</i>	RETURN DATE <i>11/28/15</i>	RETURN TIME <i>6:00</i>
NUMBER OF STUDENTS <i>23</i>	TOTAL DAYS <i>2</i>	TOTAL NIGHTS <i>1</i>
	NUMBER OF STAFF <i>2</i>	NUMBER OF CHAPERONES <i>2</i>

COSTS		
TOTAL ANTICIPATED COST OF TRIP PER PERSON \$ _____	COST INCLUDES: <i>Hockey Boosters is covering cost of Hotel, transportation and team meals</i>	
ADDITIONAL COSTS \$ _____	ADDITIONAL COSTS INCLUDES: _____ _____	
TRANSPORTATION MODE <i>Coach - Bus</i>	TRANSPORTATION CARRIER <i>Swarthout</i>	TRANSPORTATION COST <i>\$1500</i>

LEARNING OUTCOMES OF TRIP
<hr/> <hr/> <hr/>
TARGET GROUP OF STUDENTS

(Class/Team/Organization)

HS Hockey Team

SPECIAL REQUESTS

(Pertaining only to field trips involving exceptional students or students with special needs)

PRE-TRIP ORGANIZATION, PLANNING, MEETINGS, PREPARATION (Dates)

POST-TRIP FOLLOW UP/EVALUATION OF EDUCATIONAL VALUE

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME	COVERAGE ARRANGED
Chad Totman	—
Paul Quinlan	—

APPROVALS

SIGNATURE OF SUPERVISING TEACHER Chad D. Totman	SIGNATURE OF PRINCIPAL
SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION	DATE
SIGNATURE OF SUPERINTENDENT	DATE