

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: October 4, 2016

Re: Ice Hockey Field Trip

The ice hockey team is scheduled to participate in a tournament located in Albany, NY on November 25 and 26, 2016. Their games are scheduled for 4:30 pm on 11/25 and 10:00 am on 11/26. The coaches would like the team to stay overnight for one night in the Albany area on the night of November 25th. They plan on leaving Homer on Friday, November 25th at 11:00 am and will be returning approximately 4:00 pm on Saturday, November 26th.

The team has tentative reservations at the Holiday Inn Express in Latham 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 several parents to chaperone the team comprised of approximately 25 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. 25-26, 2016 Date submitted: 10/4/16

Advisor(s): Chad Totman Number of Students: 25 Number of Chaperones: 3

Paul Quinlan - Ass't Coach
Jane Byland - Trainer

2 of the Chaperones must be staff members

Chaperone Names: Chad Totman
Paul Quinlan

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 Slater College and Bethlehem High Schools.

***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: Richard Carlini 10/4/16
(Administrator's Signature) (Date Approved)

Submitted to Board of Education for Approval: _____

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

November 25, 2016

11:00 Depart JM McDonald Building-Lunch on Bus

2:00 Check into hotel- Holiday Inn Express & Suites Latham400 Old Loudon Rd, Latham, NY 12110

3:00 Depart Hotel for game ACHF-830 Albany Shaker Rd, Albany, NY 12211

4:15 warm up

4:30 Game vs Shaker Colonie

7:30 watch some of the Bethlehem vs Mamaroneck game

8:00 Leave for dinner at Buca di Beppo for dinner -44 Wolf Road, Colonie, NY 12205

9:30 Leave for hotel

10:00ish Lights out in rooms

November 26, 2016

7:30 Continental Breakfast

Leave for game 8:30

9:45 warm up

10:00 game vs Bethlehem

12:00 Depart for Home

1:00 Lunch at a fast food on way back

4:00 Arrival at JM McDonald

Overnight trip Supervisor:

Chad Totman

Paul Quinlan

Howie Thomas

Thomas Turck

Dave Boyland

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>Cortland</i>	DATE <i>10/3/16</i>
DESCRIPTION OF THE TRIP <i>Hockey Tournament at Albany County Hockey Facility</i>		

TRIP DETAILS		
DESTINATION OF TRIP <i>Holiday Inn Express & Suites Latham</i>	DEPARTURE DATE <i>11/25/16</i>	DEPARTURE TIME <i>11:00</i>
ADDRESS <i>400 Old Loudon Rd Latham, NY 12110</i>	RETURN DATE <i>11/26/16</i>	RETURN TIME <i>4:00</i>
TOTAL DAYS <i>2</i>	TOTAL NIGHTS <i>1</i>	
NUMBER OF STUDENTS <i>24</i>	NUMBER OF STAFF <i>4</i>	NUMBER OF CHAPERONES <i>5</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>Shwarthout</i>	TRANSPORTATION COST <i>2090</i>

LEARNING OUTCOMES OF TRIP
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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)

10/10/16

POST-TRIP FOLLOW UP/EVALUTION OF EDUCATIONAL VALUE

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME	COVERAGE ARRANGED
Chad Totman	
Paul Quinlan	
Dave Boyland	
Howie Thomas	
Tom Turck	

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