



# FIELD AND OTHER CORPORATION-SPONSORED TRIPS OUT OF STATE/OVERNIGHT FIELD TRIP REQUEST FORM

Board Policy #C500

Date: April 4, 2025

Name of Organization: MVHS Choir Program

Dates of the Trip: May 17, 2025

Location of the Trip: Kings Island, Mason OH

Overnight Accommodation Information: None

Name of Hotel: \_\_\_\_\_

- Address: \_\_\_\_\_
- How will students be accommodated? \_\_\_\_\_
- How will chaperones be accommodated? 2 chaperones per r
- Other details: \_\_\_\_\_

Name of Tour Group/Travel Company if applicable: No tour group / trip will be planned by Leigh Anderson and Choir Boosters

- Contact name from group: None

Transportation: School buses (2)

(school buses must be within 200 miles of school unless other transportation is authorized)

Has a Transportation Bus Request been submitted and approved by Transportation: This is being submitted at the same time as the trip request

Cost: Approximately \$80 per student

- Will the cost be paid by the organization or parents/guardians? Paid by parents/guardians
- In case of cancellation will refunds be made to parents/guardians? Yes, at least partial depending  
if student drops out or if trip itself is cancelled

Reason for the Trip: Performance / Group travel

## Itinerary:

Departure from MVHS at 5:30am. Drive to Loveland Middle School in Loveland, OH. Both choirs perform at 8:20 and 8:40. After performance and awards, stop for breakfast at local fast food. Arrive at Kings Island by 10am at opening. Stay at the park for the full day till evening. Return to MVHS by or before 10pm.

Chaperones: Chaperones I know of now: Hailey Frishkorn, Amy Gillie, Shirley Gray, Ryan Wechsler

(Expanded Criminal checks on file for Chaperones)

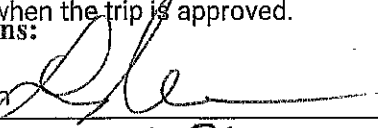
- Teacher/Sponsor: Leigh Anderson

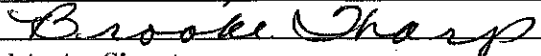
- Parents: \_\_\_\_\_
- Tour Director: \_\_\_\_\_

**Medical Releases/Parent Permissions on file:**

Permission to travel was collected early in the year, but students will receive a form for permission for this trip, along with payment information when the trip is approved.

**Safety and Supervision Provisions:**

Sponsor Signature: Leigh Anderson 

Principal Signature: 

Superintendent/Administrator Signature: \_\_\_\_\_

School Board Approval Date: \_\_\_\_\_



# MT. VERNON COMMUNITY SCHOOL CORPORATION

## Academic and Athletic Field Trip Request Form

**DUE DATES:** Semester 1: August 16, 2024

Semester 2: December 1, 2024

Summer: April 11, 2025

**\*\*School days, all field trips must begin after 8:45 am and return to school by 1:15 pm (W) and 2:00 pm (M, T, Th,F)\*\***

DATE 4/4/2025 12:21:30

SCHOOL Mt. Vernon High School

STUDENT GROUP: Choir

DATE OF TRIP REQUESTED: 5/17/2025

TEACHER(S)/SPONSOR(S) RESPONSIBLE: Leigh Anderson

TYPE OF TRIP: Co-Curricular

NUMBER OF SUBSTITUTES TEACHERS NEEDED 0 SUB COST: 0

IF THIS IS AN OVERNIGHT FIELD TRIP, PLEASE FILL OUT THE SCHOOL BOARD OVERNIGHT POLICY C500 APPROVAL FORM  
LOCATED ON THE MVCSC POLICY WEBPAGE)

DESTINATION: Loveland Middle School (AM) / King's Island (rest of day)

STREET ADDRESS: Loveland MS: 801 S Lebanon Rd. Loveland, OH 45140 / King's Island, Mason OH

CITY, STATE ZIP: Loveland, OH, 45140 / 6300 Kings Island Drive 45034

DEPARTURE TIME: 5:30:00 AM RETURN TIME: 10:00:00 PM TOTAL TIME OF TRIP 16.5 Hours

ADDITIONAL STOPS Yes LOCATION OF ADDITIONAL STOP Unsure - will make a breakfast stop after the morning performance at Loveland MS

TOTAL # OF STUDENTS 65 + TOTAL # OF CHAPERONES 5 = TOTAL # OF PASSENGERS 71  
(One bus per 50 people)

# OF SCHOOL BUS(ES) 2

# OF SPECIAL NEEDS BUS(ES) required per IEP undefined (# of students in need of this bus <=# of students in need of a special needs bus>>). If a Special needs bus is required per an IEP, the SPED department will cover the cost so no additional cost is charged to other students. The sponsor will need to communicate the IEP to Transportation.

If a club will be taking a minibus, please use this approval form and obtain bus only cost from Transportation to complete form. Essential Skills and Special Education Preschool classes will need to contact transportation for more detailed information.

EDUCATIONAL OBJECTIVES: *be specific, cite curriculum*

Performance and Adjudication on varied repertoire

HOW WILL THE OBJECTIVES CONTRIBUTE TO YOUR INSTRUCTIONAL PROGRAM:

Performing and being adjudicated by choral professionals outside our school and our immediate community benefit students by encouraging excellence in musicianship. Performing and competitions boosts morale and excitement for students, and helps them look forward to future music endeavors. Kings Island is a great bonding activity and trip for the students.

TOTAL FINANCIAL COST FOR TRIP (SEE Academic and Athletic Field Trip Cost Calculation) \$ 4839.5 (to be collected from students / Choir also pays for buses)

TEACHER'S SIGNATURE

DATE

TREASURER'S SIGNATURE

DATE

QWt

4/4/25

Please fill out and print. Must be approved with request form approval.

Only fill in all the Green Fields. The totals field have protected formulas to get the totals for you.

### 1) Transportation Cost Chart

One bus per 50 passengers

# of Buses	Hours of Field Trip (round up to closest hour)				
	1	2	3	4	5
1.00	\$45.53	\$63.46	\$81.39	\$99.32	\$117.25
2.00	\$91.06	\$126.92	\$162.78	\$198.64	\$234.50
3.00	\$136.59	\$190.38	\$244.17	\$297.96	\$351.75
4.00	\$182.12	\$253.84	\$325.56	\$397.28	\$469.00
5.00	\$227.65	\$317.30	\$406.95	\$496.60	\$586.25
6.00	\$273.18	\$380.76	\$488.34	\$595.92	\$703.50
7.00	\$318.71	\$444.22	\$569.73	\$695.24	\$820.75
8.00	\$364.24	\$507.68	\$651.12	\$794.56	\$938.00

1) TOTAL TRANSPORTATION COST 234.5

(use chart above)

Check made to Mt Vernon Community School Corporation to be sent to the Corporation Treasurer. Date sent \_\_\_\_\_

Student		Chaperone	
# of Students	65	# of Chaperones	5
Total # of attending		70	
Cost per student	3.35	Cost per Passenger	3.35
		3.35	

2) Admission Cost 4605

(Check Made to \_\_\_\_\_ to be sent with teacher on trip or Credit card policy followed, Yes or No)

You may need to request a W-9 that the school treasurer needs to process before a check can be issued

Student		Chaperone	
Price per student	67	Price Per Chaperone	50
# of Students	65	# of Chaperones	5
Total for students	4355	Total For Chaperones	250

3) Meal Cost (skip if no meal provided) 0

(Check Made to \_\_\_\_\_ to be sent with teacher on trip or Credit card policy followed, Yes or No)

You may need to request a W-9 that the school treasurer needs to process before a check can be issued

Student		Chaperone	
Price per student	0	Price Per Chaperone	0
# of Students	65	# of Chaperones	0
Total for students	0	Total For Chaperones	0

4) Substitute Cost from form 0

Student	
Number of subs	0
@ \$125/per sub	0
Total for sub Cost	0
# of Students	65
Total sub cost student	0

Check made to Mt Vernon Community School Corporation to be sent to the Corporation Treasurer. Date Sent \_\_\_\_\_

Student Total Cost		Chaperone Total	
(round up if needed)	70.35	(round up if needed)	53.35

The student cost can round up to cover cost of staff that are required to attend.

1) Transportation Total	234.5
2) Admission Total	4605
3) Cost of Meals Total	0
4) Substitute Cost Total	0
Total Financial Cost \$	4839.5

enter on trip application form

Treasurer to fill out below	
Actual collected	
Actual collected	
Actual collected	
Actual collected	
Difference	

TEACHER'S SIGNATURE

DATE

TREASURER'S SIGNATURE

DATE

PRINCIPAL'S SIGNATURE

DATE

TRANSPORTATION SIGNATURE

DATE