



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

Board Policy #C500

Date: 8/21/25

Name of Organization: Mt. Vernon Middle School

Dates of the Trip: 4/30/26-5/2/26

Location of the Trip: Washington, D.C.

Overnight Accommodation Information: Embassy Suites - Crystal City

Name of Hotel: Embassy Suites - Crystal City

- Address: 1393 S. Eads St., Arlington, VA 22202
- How will students be accommodated? students will be roomed in groups of 4 by gender with genders on separate floors
- How will chaperones be accommodated? roomed by gender on separate floors
- Other details: _____

Name of Tour Group/Travel Company if applicable: Imperial Travel

- Contact name from group: Brenda Bennett, 765-447-9321

Transportation: charter buses provided by Imperial Travel
(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: _____

Cost: \$800 - quad rooming, \$970 - double rooming

- Will the cost be paid by the organization or parents/guardians? parents/guardians
- In case of cancellation will refunds be made to parents/guardians? Refunds for trips cancelled more than 90 days prior _____

Reason for the Trip: 8th grade tour of our nation's capital to discover its history and government function

Itinerary:

4/30 - Depart MVMS @ 5:00 AM, approximate arrival in DC @ 3:30 PM - touring rest of evening, 5/1 - touring DC,
5/2 - tour DC in AM, depart for MVMS @ approximately 12:00 PM

Chaperones: TBD

(Expanded Criminal checks on file for Chaperones)

- Teacher/Sponsor: Lori Katz, Jeff Crague, others TBD

- **Parents:** TBD by parent sign up
- **Tour Director:** N/A

Medical Releases/Parent Permissions on file:

Safety and Supervision Provisions:

Sponsor Signature: _____
Principal Signature: _____
Superintendent/Administrator Signature: _____
School Board Approval Date: _____