



Overnight Field Trip Requests

Polk County Schools

The Polk County Board of Education and Polk County Schools Administration acknowledge the value of off-campus trips and activities utilized to support academic and extracurricular programs. As with any educational activity sponsored or delivered by our schools, the safety and well being of our students is paramount. Proper planning and supervision are extremely important for all off-campus trips, especially for those of great distance or taken over multiple days. In addition to adherence to Polk County Board of Education Policy 3320 - *School Trips*, any request by a school or group for an overnight trip must be submitted to the Polk County Board of Education.

The request must include the following:

1. The name of the school, group, and staff sponsoring the trip;

Polk County High School, SkillsUSA CTSO, Eric Morlino and Female Staff

2. A description detailing the purpose for the trip;

SkillsUSA Camp Dixie is an overnight leadership camp to jump start SkillsUSA for the year. For officers and highly motivated CTSO members.

3. Trip dates and a detailed itinerary;

We would plan on departing from PCHS at 10 am on Sunday Sept 25. Travel 4 hours to Camp Dixie, address 373 W. Bladen Church Rd, Fayetteville, NC 28806. We would depart camp dixie at 2pm on Tuesday September 27. Planning to arrive at PCHS by 7pm.

4. The number and grade level of the student(s) involved;

Evan Price 12, Tyler Holt 12, Sarah Taylor 12, Nick Thompson 12, Rodrigo Ramirez 11
Ceasar Ramirez 11, Carly Holland 11, John Wright 11
Ryan Bailey 12

5. Cost of the trip for the district and/or students, the funding source(s) being utilized, and descriptions of any fundraising that may take place;

A donation has been made by Zach Fields, from a Contractor in Hendersonville. The total of which is \$2500. Each student camp cost is \$150.



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6. A plan for extra funding to assist any students who may not be able to pay (if applicable);

If there is money needed outside of the donation from Zach Fields the Construction Program will cover it.

7. Transportation information including carrier (if not school activity buses) and detailed route descriptions;

We will rent approved passenger vehicles to transport students. If we need to pull a trailer for gear and luggage we can use the construction trailer. Route will be US 74 to I-85 and back to US 74 to Fayetteville

8. Lodging information with address and contact numbers;

We will stay at camp dixie for the duration of the trip, there will be no need for other lodging.

9. A list of approved adult chaperones to maintain the mandatory 1:5 chaperone-to-student ratio (all non-staff must be approved volunteers); and

Eric Morlino, Heather Morlino, Doug Lanning,

10. A letter of endorsement from the school principal(s).

Provided

NOTE: Proposal was received by Administration in early August - the proposal meets the 6-week notification timeline

Requests must be submitted no later than **SIX WEEKS** in advance of the initial trip date, unless the trip is an earned invitation to an academic or athletic competition. For academic or athletic competitions, a request must be submitted as soon after the notification of qualification for the competitive event(s) as possible.



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Principals should contact the district office for further guidance or questions regarding overnight trip proposals.

Guidelines Approved - April 10, 2017