



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;

PCHS, SkillsUSA (CTSO) Carpentry club, Eric Morlino

2. A description detailing the purpose for the trip;

Camp Dixie is a SkillsUSA sponsored Leadership workshop camp. It combines fun activities in a summer camp style setting with students learning information about the structure and value of the SkillsUSA program

3. Request submission date, trip dates and a detailed itinerary;

The trip dates are Oct 1st, Sunday through Oct 3rd Tuesday 2023. We would depart at about 10am from the High school Greenhouse area and return to the same location at about 4pm on Tuesday. Travel time is about 4 hours one way. The address for Camp Dixie is

373 W. Bladen Church Rd., Fayetteville, NC, 28806

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

The tentative list of students is as follows: There are 7.

Jasmine Baird-10, Jessica Baird-10, Jackson Wines-11, Talon Ramsey-9, Davis

Young-11, Gideon Sommers-11, Ian Stafford-11



Overnight Field Trip Requests

Polk County Schools

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;

The students have all paid their SkillsUSA membership dues of \$20.00 and will pay a discounted rate for the Camp of \$130.00. This money will come from any remaining funds residing in the Polk County Community Foundation acct. for SkillsUSA, our CTE acct.as per Josh Hill at the high school and or the SkillsUSA acct or the House construction acct. At the high school. Students will attend this event with no out of pocket money.

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

7. Transportation information including carrier (if not school activity buses) and detailed route descriptions; A request has been placed with the transportation director for guidance on this matter. The preferred vehicle would be large SUV type vehicles such as a Suburban or Expedition. The route we will take is 3 hr 58 min (221 miles) via US-74 E.

8. Lodging information with address and contact numbers;

We would stay at camp dixie for the duration of the trip, there is no need for further lodging. I will have a cell phone with me, that number is 828-817-4660.

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

The SkillsUSA staff-student ratio for Camp Dixie is 1-7. I am using that as a basis for the number of students I am inviting. Eric J Morlino



Overnight Field Trip Requests

Polk County Schools

10. A letter of endorsement from the school principal(s). This has been requested.

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

Guidelines Approved - April 10, 2017