

STUDENT TRAVEL----PRE-APPROVAL FORM

This form must be completed and approved by the principal and the superintendent or the superintendent's designee (Board where appropriate) prior to starting any fund raising activities. A minimum advance of 30 days notice is expected. The longer and more expensive the trip, the more advance notice should be given.

School:	<u>Kirtland MS</u>	Date:	<u>6/5/2017</u>
Sponsor's Name	<u>Jessica Scrudgers</u>	Organization:	<u>Band</u>
Trip Destination:	<u>Durango, CO</u>		
Departure Date:	<u>Feb 2, 2018</u>	Return Date:	<u>Feb 3, 2018</u>
Purpose of the Trip:	<u>Students will participate in the Ft. Lewis College Band Clinic.</u>		
How will this trip benefit students?	<u>Selected students will be challenged with a more rigorous rehearsal under the direction of a well-known conductor.</u>		
Number of students making the trip:	<u>Up to 15 students</u>	Number of Chaperones:	<u>1</u>
Trip Cost: approx. \$	<u>\$1,662.00</u>	Cost per student:	<u>\$110.80</u>
Mode of travel:	<u>bus</u>	How will funds be raised	<u>Band budget</u>

Detailed Trip Itinerary must be attached.

The itinerary must outline specific activities, with dates and times

- Local Field Trip**
Requires principal approval
- Extended Field Trip**
Requires Principal/Superintendent or Superintendent's Designee Approval
- Unique Field Trip**
Requires Principal/Superintendent's Designee/CCSD Board approval

Principal

I support the educational value of this trip and recommend approval by the Superintendent or Superintendent's Designee and the CCSD School Board.

Justification for support:

*opportunity to participate and be challenged
to audition before the Ft. Lewis College faculty*

Rand Mason
Principal's Signature

6-5-17
Date

.....
Ben Tensay
Superintendent or Superintendent's Designee

6.15.17
Date

.....
CCSD Board Approval/Disapproval _____ Meeting Date _____

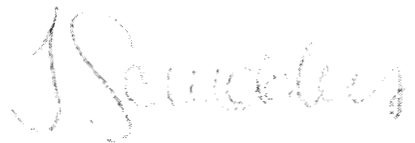
Kirtland Middle School Bronco Band

OUT-OF-STATE TRAVEL PROPOSAL

Select Band Clinic
Fort Lewis College
Durango, Colorado
February 2-3, 2018

The following proposal outlines our trip to Fort Lewis College in Durango, CO on February 2-3, 2018. This proposal includes a general statement, cost estimation sheet, tentative travel itinerary, and eligibility requirements. If you should have any questions regarding this proposal, please feel free to contact me.

Thank you,



Jessica Scruders
Band Director KMS, KES, JNES
Kirtland, New Mexico 87417
(505) 598-6114 Ext. 12021
scruj@centralschools.org

GENERAL STATEMENT

The Fort Lewis Select Band Clinic is a well-established musical opportunity in the Four Corners area. Students who wish to attend the event will have to audition for the college's music faculty. If chosen, students will be challenged with more difficult music and will also work with distinguished guest clinicians. The chance to perform more rigorous musical repertoire under the direction of reputable conductors is an excellent opportunity to motivate, challenge, and drive students to the highest degree of excellence in music.

In addition to the musical and educational values students will gain, this is an excellent opportunity for students to learn more about themselves. Our students will perform and interact with other middle and high school students. I believe this interaction is crucial to the social development of our students and an integral part of a balanced, well-rounded education.

COST ESTIMATION: BASED ON 15 STUDENTS

A. TRANSPORTATION EXPENSE: (ONE ACTIVITY BUS, ONE DRIVER ON 200 MILES ROUND-TRIP).

• ONE CCSD ACTIVITY BUSES X 200 MILES (\$1.20/mi)	FUEL=	\$240.00
• DRIVER'S WAGES \$22.50/HR X 10 HRS/DAY X 1 DRIVERS X 2 DAYS:	WAGES=	\$450.00
<u>TRANSPORTATION ESTIMATE EQUALS:</u>		<u>\$690.00</u>

B. MEALS AND HOTEL EXPENSES:

- | | | |
|--|---|----------|
| • MEALS @ \$8.00 PER MEAL X 34 MEALS
(Dinner and Lunch on Saturday for 15 students, 1 driver, 1 director) | = | \$272.00 |
| • HOTEL @ 10 ROOMS @ \$100/NIGHT FOR 1 NIGHT
(BASED ON A ONE NIGHT STAY WITH 1 DRIVER ROOM, 1 DIRECTOR ROOM, 5
ROOMS FOR STUDENTS) | = | \$700.00 |

MEALS AND HOTEL ESTIMATE EQUALS: = \$972.00

**TRANSPORTATION COSTS WILL BE COVERED
BY KIRTLAND MIDDLE SCHOOL.**

**HOTEL AND MEALS WILL BE COVERED
WITH THE KMS BAND ACCOUNT.**

TENTATIVE TRAVEL ITINERARY

<u>DATE:</u>	<u>EVENTS:</u>	<u>TIME:</u>	<u>LOCATION:</u>
FRIDAY, FEB. 2	DEPART KMS	9AM	KMS
FRIDAY, FEB. 2	LUNCH EN ROUTE	11AM	MCDONALDS
FRIDAY, FEB. 2	REHEARSAL CHECK-IN	12-6 PM	FLC
FRIDAY, FEB. 2	DINNER AT FLC	6-7PM	FLC
FRIDAY, FEB. 2	REHEARSAL	7-9PM	FLC
FRIDAY, FEB. 2	ROOMCHECK	10:00PM	HOTEL
SATURDAY, FEB. 3	WAKE-UP/ BREAKFAST	7:00AM	HOTEL
SATURDAY, FEB. 3	REHEARSAL	9:00AM	FLC
SATURDAY, FEB. 3	LUNCH	NOON	FLC
SATURDAY, FEB. 3	CONCERT	2PM	FLC
SATURDAY, FEB. 3	ARRIVE AT KMS	6PM	KMS

IMPORTANT ADDRESSES AND PHONE NUMBERS

COMFORT INN AND SUITES

455 S Camino Del Rio
Durango, CO 81301
(970) 259-7900

FORT LEWIS COLLEGE

MUSIC DEPARTMENT

100 Rim Drive
Durango, CO 81301

ELIGIBILITY

To be eligible to attend this trip, students must be both musically and academically eligible. Students who wish to attend will audition for their band director, and then will be selected by the Ft. Lewis College Music faculty. To be academically eligible, students must have had at least a 2.0 GPA in the previous nine-weeks and not failed more than one course. They must also have maintained that GPA on the date of departure.