

# 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>6/5/017</u>
Sponsor's Name	<u>Jessica Scrudgers</u>	Organization:	<u>Band</u>
Trip Destination:	<u>Denver, CO</u>		
Departure Date:	<u>May 3, 2018</u>	Return Date:	<u>May 6, 2018</u>
Purpose of the Trip:	<u>Students will participate in the Music in the Parks festival and competition.</u>		
How will this trip benefit students?	<u>Students will need to perform at a high level prior in the classroom to prepare for the competition. Students will also get to interact with other music students from Colorado and neighboring states, as well as participate in various educational experiences (like museums, zoos, professional music performances.)</u>		
Number of students making the trip:	<u>70</u>	Number of Chaperones:	<u>9</u>
Trip Cost: approx.	<u>\$40,600.00</u>	Cost per student:	<u>\$580.00</u>
Mode of travel:	<u>School Activity Bus</u>	How will funds be raised:	<u>Fundraisers (see proposal to the school board) and parent payments if needed</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: trip is educational and allows for state competition.

Randy Mason 6-5-17  
 Principal's Signature Date

Ben Tensay 6.15.17  
 Superintendent or Superintendent's Designee Date

CCSD Board Approval/Disapproval \_\_\_\_\_ Meeting Date \_\_\_\_\_

# Kirtland Middle School Bronco Band

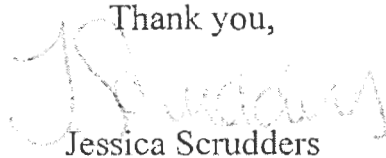
## OUT-OF-STATE TRAVEL PROPOSAL

Music In the Parks Festival  
Elitch Gardens  
Denver, Colorado  
May 3 - 6, 2018

The following proposal outlines our trip to Denver, Colorado May 3-6, 2018. This proposal includes a general statement, cost estimation sheet, tentative travel itinerary, proposed fund-raising activities, chaperone policy, and eligibility requirements.

If you should have any questions regarding this proposal, please feel free to contact me.

Thank you,



Jessica Scrudders

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

## GENERAL STATEMENT

One goal of an educator is to provide the opportunity for students to excel both academically and socially so they may reach their ultimate potential. The chance to perform and compete in a nationally recognized music festival is an excellent opportunity to motivate, challenge, and drive students to the highest degree of excellence in music and social skills.

The “Music in the Parks” is a national music festival that emphasizes both the performance and educational value of music. Nationally acclaimed clinicians will provide our students and myself with invaluable feedback that can assess our progress as well as aid in the development of goals for the future.

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

Any time an individual has the opportunity to travel outside his or her own environment, learning takes place. On our trip we will be visiting a professional instrumental music performance, landmarks, zoos, and museums. Since many of our students will be traveling to a part of the United States where they may never have visited, this is a great opportunity that will give our students a lifelong educational experience.

## COST ESTIMATION: BASED ON 70 STUDENTS

### A. TRANSPORTATION EXPENSE: (TWO ACTIVITY BUSES, TWO DRIVERS ON 1400 MILES ROUND-TRIP).

- TWO CCSD ACTIVITY BUSES X 1400 MILES (\$1.20/mi)  
FUEL= \$3,360.00
- DRIVER'S WAGES \$22.50/HR X 15 HRS/DAY X 2 DRIVERS  
X 4 DAYS: WAGES= \$2,700.00

**TRANSPORTATION ESTIMATE EQUALS: \$6,060.00**

### B. (1) DIRECTOR, (8) CHAPERONES & (2) DRIVERS EXPENSES:

- MEALS @ \$10.00 PER MEAL X 132 MEALS= \$1,300.00  
(11 ADULTS @ 3 MEALS PER DAY X 4 DAYS = 132 MEALS)
- HOTEL @ 7 ROOMS @ \$100/NIGHT FOR 3 NIGHTS = \$2,100.00  
(BASED ON A FOUR NIGHT STAY WITH 2 ADULTS/ROOM  
AND ONE DRIVER PER ROOM)
- MUSIC IN THE PARKS FESTIVAL ADULT FEE = \$275.00  
11 ADULTS @ \$25.00 EACH

**DIRECTOR/CHAPERONES ESTIMATE EQUALS: = \$3,675.00**

### C. STUDENT EXPENSES:

- FESTIVAL FEES AND ADMISSION TO FESTIVAL = \$ 75.00
- THREE NIGHTS HOTEL STAY= \$ 75.00  
(4 STUDENTS/ROOM X 3 NIGHTS @ \$100.00/NIGHT)
- MEALS @ \$10.00 PER MEAL X 12 MEALS (3/DAY, 4 DAYS) = \$ 120.00
- TRANSPORTATION EXPENSES AND CHAPERONES  
EXPENSES (A+B) -- SEE AMOUNT ABOVE  
(70 students X \$149.77 = \$9,735) = \$ 150.00
- ADMISSION TO ACTIVITIES \* see next page \$ 160.00
- MISC.EXPENSES ??

**STUDENT EXPENSES ESTIMATE EQUALS \$ 580.00**

\* THIS IS ONLY AN ESTIMATE. ACTIVITIES BEING CONSIDERED MAY INCLUDE:

BOX CANYON FALLS	\$ 4.00
DENVER ZOO	\$17.00
DENVER MUSEUM OF NATURE AND SCIENCE	\$12.00
DENVER SYMPHONY	\$44.00
BOONDOCKS	\$40.00
GREAT SANDUNES NATIONAL PARK	\$ 5.00
OTHER	\$25.00
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TOTAL	\$157.00 (APPROX.)

**ALL TRIP EXPENSES WILL NEED TO BE RAISED BY STUDENTS, PARENTS AND THE MUSIC DEPARTMENT.**



## TENTATIVE BAND TRAVEL ITINERARY

<u>DATE:</u>	<u>EVENTS:</u>	<u>TIME:</u>	<u>LOCATION:</u>
THURSDAY, MAY 3	LOAD (6:00) DEPART (6:30AM)	6:30AM	KMS
THURSDAY, MAY 3	<u>BOX CANYON FALLS</u>	10:00AM	OURAY
	WALK AROUND PARK, BAGGED LUNCH		
THURSDAY, MAY 3	DEPART FOR DENVER	11:30AM	OURAY
THURSDAY, MAY 3	DINNER	5:00 PM	DENVER
THURSDAY, MAY 3	DEPART FOR CONCERT	6:30PM	
THURSDAY, MAY 3	<u>DENVER SYMPHONY ORCHESTRA</u>	7:30PM	DENVER (BOETTCHER CONCERT HALL)
THURSDAY, MAY 3	ROOMCHECK	10:30 PM	HOTEL
FRIDAY, MAY 4	WAKE-UP/ BREAKFAST	6:00AM	DENVER
FRIDAY, MAY 4	<u>DENVER ZOO</u>	9:00AM	DENVER
FRIDAY, MAY 4	LUNCH	12:00PM	
FRIDAY, MAY 4	<u>MUSEUM OF NATURE &amp; SCIENCE</u>	1:00PM	DENVER
FRIDAY, MAY 4	DEPART FOR PERFORMANCE (SNACK ON BUS		
FRIDAY, MAY 4	<u>BAND WARM-UP</u>	5:00PM	
	<u>BAND PERFORM</u>	5:25PM	
	<u>JAZZ WARM-UP</u>	6:00PM	
	<u>JAZZ PERFORM</u>	6:25PM	
FRIDAY, MAY 4	DINNER/GAMES	7:00 PM	DENVER (BOONDOCKS)
FRIDAY, MAY 4	ROOMCHECK	11:00PM	HOTEL
SATURDAY, MAY 5	WAKE-UP/ BREAKFAST	7:00AM	DENVER
SATURDAY, MAY 5	<u>ELITCH PARK/AWARDS</u>	10:00-9:00PM	DENVER
SATURDAY, MAY 5	ROOMCHECK	10:30PM	DENVER
SUNDAY, MAY 6	LOAD/ BREAKFAST/DEPART	6-7:00 AM	DENVER
SUNDAY, MAY 6	<u>GREAT SAND DUNES</u>	12:00-2:00PM	ALAMOSA
SUNDAY, MAY 6	LUNCH	3:00PM	S. FORK, CO
SUNDAY, MAY 6	ARRIVE AT KMS	7:00PM	KMS

### EDUCATIONAL ACTIVITIES ARE UNDERLINED

SCHEDULES MAY CHANGE ONCE OUR PERFORMANCE TIMES ARE ANNOUNCED.  
AS SOON AS OUR PERFORMANCE / ACTIVITY SCHEDULE IS COMPLETE, THE  
REVISED SCHEDULE WILL BE SUBMITTED TO THE PRINCIPAL.

## **FUNDRAISING ACTIVITIES**

Kirtland Middle School Bronco Band is asking for permission from the school board to hold the following fundraisers to support our trip to Denver -

1. Bronco Band Discount Card Sale (to be implemented Aug/Sept 2017)
2. Navajo Taco Dinner (to be implemented Oct 2017)
3. Candy Sale (to be implemented Nov 2017)
4. Pancake Breakfast (to be implemented Dec 2017)
5. Krispy Kreme Donut Sale (to be implemented Jan 2018)
6. Flowers, Water, Bake Sale at our concerts

*Please see attached for fundraising request forms!*

## **CHAPERONES**

To ensure a safe and well managed trip, the use of experienced chaperones (certified and non-certified staff members) is crucial. I will follow the CCSD/Collective Bargaining agreement regarding the use of chaperones and I am requesting professional leave be granted to certified and non-certified staff members that volunteer as chaperones.