

# 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>Tse'Bit' Ai Middle School</u>	Date:	<u>3-6-17</u>
Sponsor's Name	<u>Karen Foutz and Laura Torres</u>	Organization	<u>GEAR UP</u>
Trip Destination:	<u>Cortez, CO</u>		
Departure Date:	<u>5-5-17</u>	Return Date:	<u>5-5-17</u>
Purpose of the Trip:	<u>To visit a Native American Archeological Site and study the people from the past and learn more about archeology.</u>		
How will this trip benefit students?	<u>Students will understand history matters, there will be hands on activities, student centered learning, questioning about the past, basket maker period, and will tour the excavation site.</u>		
Number of students making the trip:	<u>30</u>	Number of Chaperones:	<u>3</u>
Trip Cost: approx. \$	<u>\$1092.00</u>	Cost per student:	<u>36.40</u>
Mode of travel:	<u>Bus</u>	How will funds be raised	<u>GEAR UP</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: Career exploration opportunity in archeology

[Signature]  
Principal's Signature

06 March 17  
Date

.....  
[Signature]  
Superintendent or Superintendent's Designee

3/8/17  
Date

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

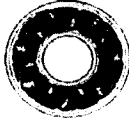
**Crow Canyon**  
**Archaeological Center**

<b>8:00 AM</b>	<b>Depart TBA</b>
<b>9:00 AM</b>	<b>Arrive at the Archaeological Center</b>
<b>9:15 AM</b>	<b>Tour and activities begin</b>
<b>11:30-12:00</b>	<b>Lunch (sack lunches)</b>
<b>12:01-2:15 PM</b>	<b>Hands-on activities and tour finished</b>
<b>3:00 PM</b>	<b>Arrive at TBA</b>

### ESTIMATING TRIP EXPENSES

Use this spreadsheet to calculate your estimated trip expenses:

	# of Miles		RATE		TOTAL		# of Buses		GRAND TOTAL
➡ Bus Mileage (Round Trip)	<u>120</u>	x	\$ 1.20 per mile		\$	x	<u>1</u>	=	\$ <u>144.00</u>
➡ Vehicle Mileage (Round Trip)	_____	x	\$ 0.45 per mile		\$ -	x	_____	=	\$ _____
	Trip Hours		RATE		TOTAL		# of Drivers/ Aides Needed		GRAND TOTAL
➡ Bus Driver (# of Hours Needed)	<u>9</u>	x	\$ 22.50 per hour		\$ x		<u>1</u>	=	\$ <u>198.00</u>
➡ Bus Attendant (# of Hours Needed)	_____	x	\$ 15.14 per hour		\$ -		<u>0</u>	=	\$ _____
★ ESTIMATE COST FOR TRIP .....									\$ <u>342.00</u>



**CROW CANYON**  
**ARCHAEOLOGICAL CENTER**  
 Discover the Past, Share the Adventure

INVOICE # 2232017  
 Date: 02/23/2017  
 Contact: Enrollment Office  
 23390 Road K  
 Cortez, CO 81321

To: Shiprock (Tse'Bit'Al) Middle School  
 Karen Fout  
 School House Road  
 Shiprock, NM 87420  
 E-mail: foutk@centralschools.org

Please check if contact information is correct

Date	Program Title	# of Items	Cost	Amount
2/23/2017	*Single Day Program- Students	30	\$ 45.00	\$ 1,350.00
	Single Day Program- Chaperones	3	\$ -	\$ -
	Scholarships provided by Crow Canyon	30	\$ (20.00)	\$ (600.00)
	Subtotal			\$ 750.00
	*For single day programs at Crow Canyon, the school will only be charged for the number of students who actually attend.			
5/5/2017	Balance Due			\$ 750.00

Payment information:

Payment amount-

Card Number-

Expiration Date

V-Code

Signature-

Date