

STUDENT TRAVEL----PRE-APPROVAL FORM

Review CCSD Board Policy Manual I-6511 regarding field trips

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 travel arrangements. 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 Central High School</u>	Date:	<u>9/25/2018</u>
Sponsor's Name	<u>AJ Carson</u>	Organization	<u>Band</u>
Trip Destination:	<u>Fort Lewis College Durango, Colorado</u>		
Departure Date:	<u>2/8/2019</u>	Return Date:	<u>2/9/2019</u>
Purpose of the Trip:	<u>Select band clinic at Fort Lewis College, gives students opportunity to perform more difficult music and perform under the direction of reputable music directors.</u>		
How will this trip benefit students?	<u>The students will have the opportunity to audition and potentially perform in a band with other top high school musicians in the Four Corners area and perform in a world class auditorium under the direction of Mark Camphouse.</u>		
* Number of students making the trip*:	<u>15</u>	# of Chaperones	<u>2</u>
Trip Cost: approx. \$	<u>\$1900.00</u>	# of Bus drivers**	<u>1</u>
Mode of travel:	<u>Activity bus</u>	Cost per student:	<u>N/A</u>
		How will funds be raised	<u>Activity</u>

***Depending on Scholastic Eligibility**

**Bus drivers do not serve as chaperons.

Detailed Trip Itinerary must be attached.

The itinerary must outline specific activities, with dates, times and associated costs per student/adult

- Local Field Trip**
Requires Principal approval and District AD
- Extended Field Trip**
Requires Principal/District AD or Designee Approval
- Unique Field Trip**
Requires Principal/District AD/CCSD Board approval

Justification for support: _____

Principal

I support the educational value of this trip and recommend approval by the District AD, Superintendent, and the CCSD School Board.


Principal Signature

Rebecca Benedict
PRINT NAME

9/26/18
Date

.....
Ben Tensay
District AD or Designee Approval

10.2.18
Date

.....
CCSD Board Approval/Disapproval _____

Kirtland Central High School Soundforce Band

OUT-OF-STATE TRAVEL PROPOSAL FORT LEWIS COLLEGE HONOR BAND FT. LEWIS COLLEGE DURANGO, COLORADO FEBRUARY 8-9, 2019

The following proposal outlines our trip to Fort Lewis College in Durango, CO on February 8-9. This proposal includes a general statement, cost estimation sheet, tentative travel itinerary, chaperone policy, and eligibility requirements. If you should have any questions regarding this proposal, please contact me.

Thank you.

AJ Carson, Band Director, Kirtland Central High School
Kirtland, New Mexico 87417
(505) 598-5881 x11020
carsa@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 a variety of 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 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 150 MILES (\$1.20/mi)		
	FUEL=	\$180.00
• DRIVER'S WAGES \$22.50/HR X 10 HRS/DAY X 1 DRIVERS X 2 DAYS:	WAGES=	\$450.00
TRANSPORTATION ESTIMATE EQUALS:		\$737.00

B. MEALS AND HOTEL EXPENSES:

- MEALS @ \$7.50 PER MEAL X 68 MEALS= \$255.00
(Lunch (Friday) and Lunch (Saturday))
- HOTEL @ 10 ROOMS @ \$100/NIGHT FOR 1 NIGHT = \$1000.00
(approximation)

(BASED ON A ONE NIGHT STAY WITH 1 DRIVER ROOM, 1 ROOM FOR DIRECTORS, 8 ROOMS FOR STUDENTS)

MEALS AND HOTEL ESTIMATE EQUALS: = \$1255.00

TRANSPORTATION COSTS SHOULD BE COVERED AT THE DISTRICT LEVEL.

HOTEL AND MEALS WILL BE PAID BY THE KCHS BAND ACTIVITY ACCOUNTS.

Please note that to save on transportation costs, we will be sharing a bus between the KMS Band and KCHS Band students.

TENTATIVE TRAVEL ITINERARY

<u>DATE:</u>	<u>EVENTS:</u>	<u>TIME:</u>	<u>LOCATION:</u>
FRIDAY, FEB. 8	DEPART KCHS	10AM	KCHS
FRIDAY, FEB 8	LUNCH STOP	12PM	McDonalds
FRIDAY, FEB. 8	REHEARSAL CHECK-IN	2PM	FLC
FRIDAY, FEB. 8	DINNER AT FLC	6-7PM	FLC
FRIDAY, FEB. 8	REHEARSAL	7-9PM	FLC
FRIDAY, FEB. 8	ROOMCHECK	10:00PM	HOTEL
SATURDAY, FEB.9	WAKE-UP/ BREAKFAST	7:00AM	HOTEL
SATURDAY, FEB. 9	REHEARSAL	9:00AM	FLC
SATURDAY FEB. 9	LUNCH	NOON	FLC
SATURDAY, FEB. 9	CONCERT	2PM	FLC
SATURDAY, FEB. 9	ARRIVE AT KCHS	6PM	KCHS

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

CHAPERONES

To ensure a safe and well managed trip, the use of experienced chaperones (certified/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 the certified/non-certified staff member that volunteers as our male chaperone.

ELIGIBILITY

To be eligible to attend this trip, students must have either auditioned (high school) or been recommended by their director (middle school). Students also must have had a 2.0 GPA in the previous nine-weeks, and have retained that GPA on the date of the trip.