

EXTENDED FIELD TRIP APPLICATION

Per procedure 2320P, this form in its entirety and all required attachments and signatures are to be submitted to the Superintendent's Office for board approval at least thirty (30) days before the planned departure date. Please see your school bookkeeper.

All TSD Elementary School April 3-7, 2023 David Aaby

(SCHOOL) (TRIP DATES) (STAFF MEMBER SUBMITTING APPLICATION)
All District 5th Grade Classes up too 687 Camp Casey Camp and Conference Center

(CLASS OR GROUP PARTICIPATING) (NUMBER OF STUDENTS) (DESTINATION)

Educational objectives for the trip: Students will participate in Outdoor Education activities at the Camp Casey facility. Classes will include- History of Fort Casey, Nature Hike, Survival, Kite making, Sea Lab, Light House Tour, and a filed trip to Coupeville where they will go to the Coupeville Historical Museum and do a walking tour of the town and wharf. Students will also involved in the social aspects of an in resident camp experience. They will be placed in squad groups with students from other classes and schools that will be led by high school students. Students will also get to experience the social aspects of an in resident camp experience- singing songs, participating in a campfire and making new friends.

Departure Date Session Dependent- April 3-6 Time 7:30 am

Return Date Session Dependent- April 4-7 Time 5:30pm

Are students missing school time? yes If so, specify Students will be missing two days of school

Number of adult chaperones: Teachers 30-35 per session Parents: no

Staff member in charge: David Aaby

Transportation by: Charter Bus Housing type: (hotel, dorm, etc.) Camp Casey Dorms

Meal arrangements Camp Casey Caterer Name of Hotel: _____

Travel Card Needed Yes _____ No _____

All air and ground travel arrangements to be made by Finance Office.

FINANCIAL PLAN See Attached Financial Plan			
Total Expenses		Source of Funds	
Transportation	\$	ASB (must attach signature form)	\$
Registrations	\$	Adult Sponsor	\$
Housings	\$	Donations	\$
Meals	\$	Fundraisers	\$
Substitutes	\$	Students	\$
Other	\$	Other	\$
Total Cost of Trip	\$	Total source of funds	\$

Total cost per student \$ \$250 Estimated personal financial commitment by student: \$ 200

Budget	Account Codes (to be completed by Bookkeeper)					Amount		
General Fund - Meals	10 E 530	-	-	8020	-	-	\$	
	Proj	Act	Obj	Loc	Resp			
ASB Fund - Meals	40 E 530	-	00	-	0000-	-	0000 - 0000	\$
	Club			Loc				
General Fund - Lodging	10 E 530	-	-	8020	-	-	\$	
	Proj	Act	Obj	Loc	Resp			

ASB Fund – Lodging	40 E 530	- 00	- 0000-	- 0000	- 0000	\$
	Club			Loc		
General Fund - Transportation	10 E 530	-	- 8020	-	-	\$
	Proj	Act	Obj	Loc	Resp	
ASB Fund – Transportation	40 E 530	- 00	- 0000-	- 0000	- 0000	\$
	Club			Loc		
General Fund – Sundry Expenses	10 E 530	-	- 8020	-	-	\$
	Proj	Act	Obj	Loc	Resp	
ASB Fund – Sundry Expenses	40 E 530	- 00	- 0000-	- 0000	- 0000	\$
	Club			Loc		



EXTENDED FIELD TRIP APPLICATION

School: All 6 Elementary Buildings Destination: Camp Casey Date of Trip: April 3-7

Anticipated/Planned Fund Raising Activities:


PTA Grants of \$50 per participant Estimated Revenue \$ 34,350

Anticipated Donations:

PTA Grants of \$50 per participant Estimated Revenue \$ 34,350

Attachments Required:

- Event registration form and informational brochure.
- List of all students going and their room assignments (Note: Student participants are not always known at time of submission. Please submit student names as soon as they are known).
- List of chaperones and indicate which chaperone(s) have current CPR/First aid cards. If chaperones are driving, attach volunteer driver checklist (form2320F-5). Forms can be found at <https://tahomavolunteers.hrmlplus.net/>. All chaperones must be a Tahoma School District approved volunteer. Volunteers can register at: <https://tahomavolunteers.hrmlplus.net/>.
- Include date(s) and time(s) of the informational meeting(s) for students/parents and attach copies of any information handouts.
- Approved and signed ASB Form if using ASB funds.

Staff/Coach Approval:  Date: 2/8/23

Principal Approval: _____ Date: _____

Athletic Director Approval: _____ Date: _____

Bookkeeper Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

Board Approval: _____ Date: _____

Risk Manager Approval: _____ Date: _____

Camp Casey Cost Analysis

Last Updated:

2/7/2023

# F/R 5th Graders	105
# non-F/R 5th Graders	582
Total # 5th Graders	687

Building Use

Lodging	\$23,034.00
Facilities (incl. Sea Labs)	\$2,698.45
Museum	\$3,500.00
Lighthouse/Fort	\$600.00
Building Use Total	\$29,832.45

Meals

Dinner	\$15,380.43
Breakfast	\$7,632.63
Lunch	\$10,773.63
Snacks	\$4,000.00
Meal Transportation	\$1,000.00
Meals Total	\$38,786.69

Transportation

Charter Buses	\$61,171.00
Ferry Fee	\$2,320.00
Transportation Total	\$63,491.00

Supplies & Materials

Instructional Materials	\$5,600.00
Operating Supplies	\$3,100.00
F/R	\$5,968.97
Instructional Materials Total	\$14,668.97

Est. Total Cost	\$146,779.11
------------------------	---------------------

Est. Total Cost Per Student	\$252.20
------------------------------------	-----------------

*General Fund Expenses	Budget	Estimate
Coordinator Stipend	\$8,118.00	\$8,118.00
Certificated Staffing	\$30,100.00	\$47,477.02
Classified Staffing	\$15,550.00	\$11,800.00
Total Staffing	\$53,768.00	\$67,395.02

*Staffing Costs are not factored into Total Cost Per Student