

# FORM

2016

8460F  
1 of 3

## INSTRUCTION

### FIELD TRIP REQUEST FORM

#### INSTRUCTIONS

Prepare in triplicate and submit via the principal to the Superintendent for approval at least six (6) weeks prior to the scheduling of an overnight field trip and three (3) weeks prior to the scheduling of a trip during school hours.

#### IDENTIFICATION

School Massena HS Submitted by Hunkins  
Destination NYC  
Group Music Dept. Advisor(s) Hunkins/Lincoln  
Departure May 24<sup>th</sup> 3pm HS Music Doors  
Date Time Location  
Return May 26<sup>th</sup> 11pm HS Music Doors  
Date Time Location

Number of days school will be missed: 0 Estimated Cost \$538 per person

Anticipated fundraising Annual Cookie Dough Magazine Fundraiser

Number of participating staff 5 Name(s) Hunkins, Lincoln, Halladay,  
Pratti, Miller

Are substitutes needed? No

Number of students ≈ 130 No. of chaperones 9

Is bus transportation needed? No Approximate number of miles round trip 700

Will consent forms be secured from all parents/guardians? yes

**INSTRUCTION OBJECTIVES** (Be specific. Include prerequisites, proficiency level desired and measurement)

Cultural/Musical/Historical educational activities  
Students must be grades 9-12 and enrolled in  
a curricular music performance based ensemble.

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2016

8460F  
2 of 3

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### ACTIVITIES

Preparation (How will the students be prepared for the trip as an instructional activity?)

*Introduction & historical based background of planned events/places/activities*

On trip (What instructional activities will occur on the trip?)

*- Broadway show - Guided tour of Manhattan/Central park/Chinatown/  
Ellis Island/ 9/11 reflective pool  
- Radio City music hall*

Follow-up (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?)

*- Class Discussions/Share-out  
- Reflective Narratives*

### PROVISIONS FOR CONTINUITY OF SCHOOL WORK

What instructional provisions have been made to help participants keep up with other classes that they will miss?

*They won't miss any classes*

What specific plans have been made for the continued instruction of those students who will not participate in the field trip project?

*None*

(Continued)

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8460F  
3 of 3

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### PRINCIPAL'S REMARKS

Approved  Not Approved

Signature Sarah Borge

11/7/18  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SUPERINTENDENT'S REMARKS

Approved  Not Approved

Signature [Signature]

11/8/18  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_