

FORM

2016

8461F
1 of 4

STUDENTS

TRAVEL REQUEST FORM – OUT OF COUNTRY TRIPS MASSENA CENTRAL SCHOOL DISTRICT

To: Building Principal

Date: 1/18/19

Requested by: Sarah Hopper

Role: Advisor, French Club

Subject: Proposed Student Trip to: Montréal, Canada

Describe proposed activity, especially educational aspects. Attach a description and itinerary.

Students will visit the Science Center, view an IMAX film, sample French-Canadian food, interact in French, see historic old Montreal architecture, students will play lasertag, and students will view a religious pilgrimage site.

Grade Levels/Group and/or Classes Involved: 9-12th grade French Club Students

Number of students: 30 - ~~35~~

Number of students in wheel chairs to be transported: 0

Chaperones:

Advisors Sarah Hopper

Teachers Em Kimble (LPP Tutor)

Parents Norma Sunday, Tracie LeGault, Dawn Allen

Others _____

	Place		Date		Time
Leave from	Massena High School	on	4/27/19	at	8am
Arrive at	Montréal Science Center	on	4/27/19	at	9:30am
Return home from	Montréal St. Joseph's Oratory	on	4/27/19	at	4:45pm
Return to	Massena High School	on	4/27/19	at	7pm

Number of days regular classes will be missed: 0



STUDENTS

MCSD Bus Request? Yes / No

Commercial Carrier, if any: _____

Carrier has on file with Business Manager a certificate of insurance with adequate coverage? Yes / No

Permission slip and release forms have been obtained and will be completed for each student prior to travel: Yes / No

Funding/Costs

Note: Extracurricular organizations must contribute all funds for trips.

Estimate for each student cost of: Admissions: \$ 34 (fund-raised)
 Meals: \$ 25 (on own) Lodging: 0
 Travel: 0 (Bus cost estimate \$ 800) \$23.52 per student
 Other: Spending money if desired

Total per student: 57.52 X Number of Students: 35 = Total for Group ~~17560~~ 2023.70

Current Balance in Treasury: _____
Explanation of Funding (Fund-raising activities, etc.): Fund-raising activities

List cost(s) to Massena CSD: \$ 0

APPROVALS:
 Building Principal's Approval: Sarah Boyce Date: 1/29/19
 Superintendent's Approval: [Signature] Date: 2/1/19
 Business Manager Approval: _____ Date: _____
 Transportation Dept Approval: _____ Date: _____

Please provide an itinerary to this document. A sample has been provided as a guide and is attached.

French Club Proposed Itinerary 2019:

Saturday April 27, 2019

7:30 a.m. Depart Massena High School

9:30am arrive at Montreal Science Center

9:30-11:15pm- Science Center visit with Imax film

11:20- Lunch at nearby food court (on your own)

12pm-12:45pm walking tour of old Montreal (view of Place Jacque Cartier, Notre Dame, Souvenir Shopping)

1:15-3:00pm- Lasertag at Montreal's Laserquest (2 games per person)

3:30-Arrive at St. Joseph's Oratory-4:30 tour

4:30pm- Depart Montreal

5:00-5:30 Dinner stop (on your own)

7pm- Return to Massena High School

Total Student Cost- meal money (est 25\$ on own)

Cost of activities (34\$ per person)-Covered by fundraised money

School bus (estimated at 800\$ will be covered by fundraised money)

No payments due

Phone Numbers:

Montreal Science Center 514-496-2281

Laserquest (514) 393-3000

St. Joseph's Oratory- 1-514-733-8211