

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip State Theatre Convention

Proposed Departure Date Friday, January 24 Return Date Sunday, January 26

Proposer Cathy Nelson Position Theatre Director

Date by which response is needed ASAP Proposal Date October 3

A. Purpose

1. What is the major place to be visited or event to be attended?
The state convention for the National High School Thespian Organization
2. How is the trip related to the educational program of the Corporation?
We are providing theatre students with extra experience in competition and networking with other students, to improve skills.
3. In what ways will the students benefit?
Students will be competing, attending workshops as well as seeing other schools perform.
4. In what ways will the Corporation benefit?
Students will come back with great knowledge that will help build our program at Hobart High
5. How will the trip be evaluated to determine the extent to which these benefits were realized?
We will discuss the benefits when we return in a post conference.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going
Theatre Students in grades 9-12

B. Students and Staff (cont'd)

2. How many students in total?
We are anticipating around 30-40
3. How many students are currently experiencing academic problems?
We will monitor this as students sign up. .
4. Which staff member will be in charge?
Cathy Nelson
5. What previous experience has the staff member had in conducting overnight or extended field trips?
I have planned several lock-ins at school. I have also taken a group of 17 students on a study trip to London, England for ten days. We have attended this conference for 6 years now. Students were wonderful representatives of School City of Hobart. We were very, very proud. This will be our 6th time going to convention
6. What other staff members will be going?
The following plan to chaperone. We have also included extras—in case someone has to cancel due to special circumstances. We will advise admin should anything change. All are approved staff on our production team.

*Cathy Nelson
Lindsay Foerg
Linny Foerg
Caitie Ramirez
Diane Perigo*

*Parent Chaperones if needed:
Sarah DAbrowa
Michelle Crane*
7. How many chaperones, in addition to staff members, will be going?
possibly 4-6
8. What are their names and affiliations with the students?
*All work with the theatre program are booster club officers and have had proper volunteer checks
Sarah Dabrowa and Michelle Crane*
9. How many school days will be missed?
Students will miss class on Jan 24, Friday. We will return Sunday afternoon.

10. How will teachers be advised in advance that the students will be out of school?
YES, via email

C. School Work

1. How will missed work be made up?
Per teacher request
2. What special assistance will be provided students with academic problems?
We will monitor grades and help as needed.

D. Itinerary

1. What is the destination?
Avon High School, Indianapolis
2. What will be the mode of transportation? What liability insurance does the carrier have?
We will travel via SCOH activity busses---or bus
3. Where will the group be housed and fed?
Hotel, arrangements currently being made

D. Itinerary (cont'd)

5. What supplementary activities are planned?
Friday, Saturday and Sunday morning, students will be attending conference activities at the convention site.

6. What arrangements have been made for dealing with emergency situations?
We will have emergency contact forms with each adult. Parents will also be in a special REMIND class for us to give them updates.

7. If tour guides are involved, what liability insurance do they carry?
NA

E. Finances

1. What is the estimated total cost and cost per student?
\$180-\$200. This includes convention fees, hotel and food.

2. What is the source of funds?
The student is required to pay this fee. They are given the option of participating in extra fundraising should finances be an issue.

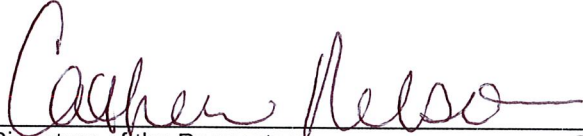
3. How will the funds be collected and safeguarded?
Funds will be turned into Cathy Nelson and Linny Foerg and then into Sarah Harness and the Theatre activity fund as required by the money forms/procedures.

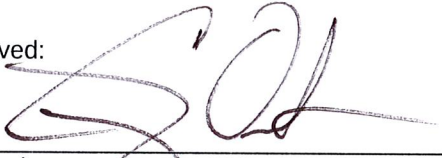
4. How will any shortfall be made up or excess funds used?
Through fundraising. Excess will be used to help "sponsor" a child or two deserving of this experience but who cannot afford it!

5. What provision has been made for students who are financially unable to pay any necessary costs?
This will be dealt with on a case by case basis. There may be some donations for students who deserve this trip but are unable to pay for it. Fundraising opportunities may be provided for students to participate in.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?
Primarily via email—but they will have an emergency cell phone number as well.
2. List telephone numbers at destination and where the group will be housed.
Will be reserved in December.
3. What information will be provided to the media and the community?
Competition results will be provided to SCOH PR and posted on school social media.


Signature of the Requestor Catherine Nelson Date 10/02/24
10/02/2024

Approved: 
Principal Date 10/7/24
10/7/24


Superintendent Date 10/8/24
10/8/24

Board of Education Date _____