

# REQUEST FORM FOR OVERNIGHT OR OUT-OF-STATE FIELD TRIPS

This form must be completed by the trip supervisor and returned to the appropriate school administrator at least four weeks in advance of the trip. *NOTE: The Superintendent has the authority to approve trips that occur before the next scheduled School Board meeting.*

**All applicable items must be completed before submitting to the appropriate school administrator.**

West Lafayette Junior-Senior High School

Destination New York City

Cumberland Elementary

Destination \_\_\_\_\_

Happy Hollow Elementary

Destination \_\_\_\_\_

Date of Request 9/24/25 Beginning and Ending Dates of Trip 5/26-29, 2026

Signature of Supervising Staff Member Cayla Letch Organization Music Dept.

Administrators' approval E. H. L. Date 9/24/25

## TRIP INFORMATION

Destination of Trip (be specific) New York City

Trip will be (Circle one or

Overnight

Out-of-State

Reason for Trip Music participation incentive trip

Number of instructional minutes lost zero

**Describe the specific educational goal(s) or state standards that this activity will help students attain.** *Our students will attend two professional Broadway musicals, giving them the opportunity to meet the standards regarding attending live musical performances. They will also have a chance to tour the world famous Lincoln Center, seeing the backstage operations and rehearsals in progress.*

**Describe how this activity will help attain school improvement goals.** *The object of combining students from band, orchestra and choir is to help develop cross-department relationships, which carry over to the school as a whole. We estimate we will have 140 of our 9<sup>th</sup> thru 12<sup>th</sup> grade students with us, a significant percentage of the student body population.*

**Describe why this activity cannot occur without interrupting the instructional day.**

N/A

**For overnight trips: Describe why this activity cannot occur without an overnight stay.**

*Distance*

**Method of Transportation:** *Charter Buses, hired by Bob Rogers Travel*