


SIGNATURE TRANSMITTAL

Originator: *Boynton Beach Community High School*

Contact Person: **Ann McKessy**

PX: 41221

Approvals

<i>Please enter the appropriate names</i>	Initials	Date
Author: Fredrina Combs	FC	03-05-13
Proofread by: Ann McKessy	AM	03-05-13
Assistant Supt./Area Supt./Chief: Connie Tuman-Rugg NAME		3/8/13
Primary Log – (in COO/Supt's Office)		
Michael J. Burke, Chief Operating Officer		
Primary Log – (in CAO/Supt's Office)		
Janis Andrews, Ed.D., Chief Academic Officer		

Superintendent's Signature Required?

Circle One

Yes No

Is this item time sensitive?

Due Date: 5/23/13

Yes No

Additional Information Required:

Subject: Field trip request for one student and one teacher

Details of Item:

- To Stockholm Sweden
- Funding provided by Lantana/Boynton Rotary Club
- May 24, 2013 to May 30, 2013

Date Received

Tracking Information	Date	Initial
Date Returned to Author Mailbox		



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

- Leave of Absence
- Temporary Duty Elsewhere (TDE)

Check new or, to change a previously submitted request, choose revised

New Revised

Click the appropriate circle above. Only the areas you are required to complete will be visible. Enter Employee ID number and tab to the next field to obtain employee information.

Employee ID # Last Name First MI

School/Dept. Schl/Dept #

Date(s) of Absence or TDE (duty days) From: AM PM To: AM PM Total Duty Hours

LEAVE OF ABSENCE

TEMPORARY DUTY ELSEWHERE (TDE)

Justification (Do not exceed field boundaries - if more space is required attach a word document)

Destination In-county Out-of-county Out-of-State

Provide funding information below for the following

1. Substitute teacher required? Yes No

2. Estimated Transportation Costs

+ + =

Transportation Costs Lodging Costs Other (Registration) Total Estimated Travel Costs

DEPT FUND FUNC ACCOUNT PROG BUDG MGR LOC CD AWD YR PROJECT

Electronic signature certifies that funds are available in the accounts shown above for the specified amount(s). Area Superintendent Signature required for Principal's Leave/TDE request. Out of county travel requires the approval of the Area Superintendent, Assistant Superintendent or Division Head. Out of State travel requires the approval of the Chief Officer in addition to out of county approvals.

How to attach a file

Nicole Neuhengen
Friday, March 01, 2013 3:46:05 PM

Karen Whetsell
Tuesday, March 05, 2013 2:25:36 PM

Area Superintendent signature required for out-of-state/county

Constance Tuman-Rugg
March 5, 2013, 8:40:15 PM EST

Chief Officer signature required for out-of-state/county

Signature Chief Officer



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
**Field Trip/Activity Planning Report and
 Approval Request**

Approved Not Approved
Signatures required for approvals

Complete this request to receive approval for a field trip or school activity. (See Board Policies 2.40 and 2.404)

SCHOOL Boynton Beach Community High School	SCHOOL # 2361	TRIP SPONSOR Nicole Neuhengen	
CLUB OR GROUP Boynton Beach/Lantana Rotary Club		DATE OF REQUEST 02 / 28 / 2013	TRIP SPONSOR TELEPHONE 561-752-1221
ACTIVITY OR FIELD TRIP Science Symposium		ACTIVITY CITY AND STATE Stockholm Sweden	
PURPOSE OF ACTIVITY OR TRIP Molecular Frontiers Symposium in Stockholm			
DESCRIBE ACTIVITY OR TRIP The Boynton Beach/Lantana Rotary Club is sponsoring a local student from the Boynton Beach High School BASA program to attend the Molecular Frontiers Symposium in Stockholm. Destiny Andrews will be the first student from the United States to attend on a Rotary Scholarship. This is an amazing opportunity for her to interact with Nobel Laureates and be an ambassador from our area. Destiny will be accompanied by teacher Nicole Neuhengen. The two will leave from the Miami International Airport on May, 24, 2013 and return May 30, 2013. The financial impact for SDPBC is zero. Trip will be paid by a scholarship from the Boynton Beach/Lantana Rotary Club			
TRIP/ACTIVITY BEGINNING DATE 05 / 24 / 2013	TRIP/ACTIVITY BEGINNING TIME 1 : 00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	TRIP/ACTIVITY END OR RETURN DATE 05 / 30 / 2013	TRIP/ACTIVITY END OR RETURN TIME 10 : 00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

FUNDING INFORMATION

No penalty of any type will be imposed against the student based upon a failure to pay. No student shall be denied the right to participate for failure to pay. The principal may forgo a planned activity or use of a particular item based upon the collection of insufficient funds to cover the cost of the item or activity.

Indicate the estimated cost of the following items on the lines provided:

- | | | | | | |
|---------------------------|--------|------------|--------|------------------------|--------|
| 1. Admission/registration | \$0.00 | 3. Meals | \$0.00 | 5. Enrichment Activity | \$0.00 |
| 2. Transportation | \$0.00 | 4. Lodging | \$0.00 | 6. Other Fees | \$0.00 |

Funding Source Budget Internal Accounts Total estimated costs

ITINERARY

Provide a complete detailed itinerary including times and location. Use approximate time if unsure of exact time. If applicable list all probable stops including meals. (Example: 8:00 A.M. Bus leaves school parking lot; two hour travel time on bus, no stops; 10:00 A.M. arrives Disney world, ...) Approval will be based upon this sequential schedule. There can be no additional stops added without prior approval unless an emergency occurs. Parents must be aware of this schedule when their permission is obtained. Attach additional sheets if necessary.

TIME	ACTIVITY
1 pm	5-24-13 Arrival at Miami International Airport.
4:30 pm	depart Miami International, via Lufthansa flight LH463
2:15 pm	5-25-13 Arrival in Stockholm
3:00 pm	Arrive at host family residence
9:00 am	5-26-13 Sightseeing with the host family.
9:00 pm	Back to host family residence.
9:00 am	5-27-13 more sightseeing.
9:00 pm	Back to host family residence.
09:00 am	05-28-13 Beginning of the Symposium: Exploring the Boundaries
6:00 pm	Day 1 finished. Head back to host residence.
9:00 am	5-29-13 Day 2 of the Symposium.
6:45 am	5-30-13 To the airport for departure. Flight LX1249
5:45 pm	Arrival at Miami International Airport.

CHAPERONES

All groups going on field trips are required to have sufficient chaperones to ensure each student's safety and to meet the student's personal health and security needs. All chaperones must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). Provide a description of circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. (EXAMPLE: When students are on the rides at Disney World they will be treated and will be subject to the same level of supervision by the Disney World staff as any other visitor.) If this request is approved provide a list of all chaperones and their telephone numbers to the principal. Chaperones should be advised that they have the authority to direct students to stop any activity the chaperone deems unsafe or unreasonable. If students refuse to discontinue the activity, the chaperone should report the incident to the teacher/administrator immediately.

Provide an estimate of the following:

Number of chaperones:	Male	_____	Female	<u>1</u>	TOTAL	<u>1</u>
Number of student participating:	Male	_____	Female	<u>1</u>	TOTAL	<u>1</u>
Number of student not participating:	Male	_____	Female	_____	TOTAL	<u>0</u>

TRANSPORTATION

Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and upon request to the parents/guardians of the student traveling in the vehicle. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736. All volunteer drivers must have a completed and approved School Volunteer On-Line Application on record at the school prior to the event (see the School Volunteer Coordinator). The school must obtain a copy of each driver's auto insurance card and license before the event.

Method of transportation Airline

If applicable, provide number of vehicles required: Cars/vans _____ Buses _____ Other transportation _____

OTHER CONSIDERATIONS

Indicate the number of other staff that may be required:

Custodian(s) 0 Substitute teacher(s) 1
 School Police 0 Other 0 (specify) _____

If the following items are required describe the items and indicate who will provide them:


Equipment _____
 Clean up _____
 Meals/snacks _____

MANDATORY SIGNATURES

 2/27/13
 SIGNATURE OF PERSON COMPLETING FORM DATE

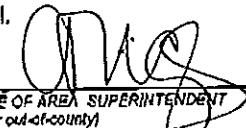
Fredrina Combs 41235
 PRINT NAME PX

Principal approval is required for ALL field trips/activities. Send a copy of all out-of-county field trip requests to the Area office.

 3/6/13
 SIGNATURE OF PRINCIPAL DATE

OUT-OF-COUNTY, OUT-OF-STATE OR OUT-OF-COUNTRY APPROVALS

Area Superintendent approval is required for trips other than within the county. The Chief Academic Officer must approve trips outside the state. Trips outside the continental United States require School Board approval.

 3/8/13
 SIGNATURE OF AREA SUPERINTENDENT (required for out-of-county) DATE

 SIGNATURE OF CHIEF ACADEMIC OFFICER (required for out-of-state) DATE

 SIGNATURE OF SUPERINTENDENT OR BOARD CHAIR (required for out-of-county) DATE



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Field Trip / Activity Roster

This form may be used to list students and chaperones involved in a field activity. It is mandatory for Out-of-State, Out-of-Country, or Overseas trips and should be submitted for approval approximately two weeks prior to the departure date. If the field trip is not fully funded at the time the form is submitted for approval, attach a plan for covering the shortfall before the close of the school year. Refer to Page 8 for instructions on filling out the form.

School Boynton Beach Community High School	School # 2361	Trip/Activity Begin Date May 24, 2013	Trip/Activity End or Return Date May 30, 2013
Activity or Field Trip Molecular Frontiers Symposium in Stockholm, Sweden	Teacher/Trip Sponsor Nicole Neuhengen		Charge Per Person 0.00

FINANCIAL SUMMARY OF THE TRIP

Total Trip Cost		Total Payments Received	\$0.00	Funds Generated from Fundraising, Donations, and Other Revenues.		Funding Status Surplus (Deficit)	\$0.00
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Comments

Through a scholarship, Destiny Andrews (student) and Nicole Neuhengen (teacher) have been invited to attend the Molecular Frontiers Annual Symposium in Stockholm, Sweden.

All financial responsibility and costs will be covered by The Boynton Beach/Lantana Rotary Club. The financial impact to The School District of Palm Beach County is zero.

Signature of Principal or Designee

3.15.13

Date

Signature of Area Superintendent
(Out of State, Foreign, Overseas)

Date

Karen Whetsell

Print Name

Connie Tuman-Rugg

Print Name





THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Field Trip / Activity Roster

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Student	Chaperone	Other	Name	Payment Received	Parent Permission	Attending	Not Attending	Absent	If student is not attending indicate what teacher and room the student will be assigned to during the trip/activity.	If any of the participants are related, list the relationship. If any of the attendees are related to the travel provider, list the relationship. All volunteers must be approved through the VIPS system prior to the event.
1	✓		Destiny Andrews	0.00						
2		✓	Nicole Neuhengen	0.00						
3		✓	Heather Andrews (mother)	0.00						
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