

WELLSBORO AREA SCHOOL DISTRICT
Field Trip Transportation Request Form

Overnight

1. Teacher: Mr. Mack School: WAHS
2. No. of Students: 4 Adults: 2 Class or Organization: Culinary Arts Skills U.S.A
3. Date of Trip: 11/7-11/9/18 Destination: Skills USA leadership conference Total Miles: 410
4. Estimated departure time: 8:00am From: WAHS
5. Estimated return time (arrival in the district): 3:00pm
6. Meal Plans (if applicable): _____
7. Is school bus transportation required? ☒ Yes ☐ No How many? 1 VAN
8. Will a coach bus be required? ☐ Yes ☒ No How many? _____
9. Are private cars to be used? ☐ Yes ☒ No If yes, how many cars will be used? _____
- Who are the drivers? _____
- Are all of the cars to be used covered by at least \$50,000 - \$100,000 (preferably \$100,000 - \$300,000) of insurance, and do you have proof? ☐ Yes ☒ No
10. The district is requested to pay \$ 0 out of the total cost of \$ \$2,104.00
- Account Code Number _____
11. If the district is not expected to pay all of the costs, what other funds are going to be used?
- Skills Usa Club Account Code, if appropriate: _____
- Notes: This trips is to the International Culinary Competition and Hospitality Experience for students.
12. ☒ For overnight field trips, a list of Students and Chaperones is attached.
13. ☒ A brief itinerary/description of trip is attached.
14. Signature of Teacher: [Signature] Date Submitted: _____
15. Principal's Approval: [Signature] Date: 9/27/18
16. Superintendent's Approval: [Signature] Date: 10-1-18
17. Received by Transportation Coord.: _____ Date: _____
18. Estimated Cost: _____ Bus Contractor: _____

Distribution:

☐ Original - Superintendent/Transportation Coordinator

☐ Copy 2 - Building Secretary

☐ Copy 1 - Business Office (SS, FS, AA)

☐ Copy 3 - Faculty Member

Attachment X-30-2

SkillsUSA CENTRAL REGION LEADERSHIP WORKSHOP
NOVEMBER 7-9, 2018
Wyndham
GETTYSBURG, PA

TO: Central Region Skills USA Advisors
FROM: Kathy Estep and Ann Burk, Central Region Advisors
DATE: September 7, 2018
SUBJECT: Conference Registration

Enclosed you will find your conference registration packet/forms. We are really excited about the plans for our conference this fall and hope that you and your students will enjoy yourselves. This year the conference will be Training Sessions, a Keynote Address and a trip to the Camp Ground. A tentative agenda for the conference is enclosed. Finally, please read the information carefully and follow the directions, paying close attention to due dates and deadlines:

1. DEADLINE TUESDAY, OCTOBER 9, 2018

- **T-SHIRT ORDER FORM** - email rjohnston711@comcast.net or MAIL Roberta Johnston, 711 Orchard Ct, Chambersburg, PA 17201. If you do not respond, you will not be guaranteed conference shirts. **Each school will be responsible for the amount of shirts ordered at this time.** I will email you back to let you know I received your email.
- **Registration and Payment Deadline.** Checks should be made out to SkillsUSA Pennsylvania Central Region. PAYMENTS MUST BE RECEIVED BY THIS DATE BY MAIL to Roberta Johnston, rjohnston711@comcast.net or 711 Orchard Court, Chambersburg, PA 17201.. **Late registrations will be charged an additional \$10.00 PER PERSON. ABSOLUTELY NO REFUNDS WILL BE GIVEN AFTER THIS DATE. ALL MONEY MUST BE MAILED. DO NOT BRING ANY MONEY TO THE REGISTRATION DESK!

** If your school's business office is responsible for sending the check, YOU must still send the required forms and copies to the appropriate person prior to the deadline date. Mail the check separately.

2. STATE-WIDE COMMUNITY SERVICE PROJECT

- This year's project is Pajama Program
- Each school is to bring a donation of items worth a minimum of \$40.00 to be used in our fundraising activity.
- A special activity for Advisors (Guidelines are coming in a future email)

3. THURSDAY EVENINGS ENTERTAINMENT

- We have made arrangements with the Theatre to have three different movies available to the group. All participants must attend. Advisors must attend with their students. Individuals will be responsible for their own snacks at the cost of 7.50.
- All participants must participate and advisors must accompany their students to the activity.

4. CENTRAL REGION LEADER AWARD

- To be eligible for the Award students and advisors must answer the challenge questions, attend the Wednesday night Activities and the Thursday night Entertainment.

5. **DIETARY REQUEST**

- If you have any special food request (allergies, etc.) please let Roberta know by October 9th.

6. **SHIRTS**

- Everyone will receive two T-Shirts. Friday will be School Pride Day and each school is to wear a school related shirt.

DEADLINE OCTOBER 9, 2018

- **Original of Rooming List**
- **Registration Form**
- **Guest list**
- **Shirt Order**
- **Check**
- **Dietary Request**

Send all of the above to: Roberta Johnston, 711 Orchard Court Chambersburg, PA 17201 or rjohnston711@comcast.net

- **Copies of Rooming List and Registration Form to - Wyndham 95 Presidential Circle, Gettysburg, PA 17325 or fax 717 334-0456**

DO NOT SEND GUEST LIST TO THE WYNDHAM!

Attention Advisors: Please make sure your students pack appropriate clothing for this conference, which includes SkillsUSA attire or business attire and most importantly appropriate casual dress (No holes in clothing). No hats are to be worn inside the building at any time. Please remind students to bring warm clothing for Wednesday night's Camp Ground activity.

CENTRAL REGION LEADERSHIP WORKSHOP
NOVEMBER 7-9, 2018
GETTYSBURG, PENNSYLVANIA

WEDNESDAY

11:30 AM - 12:30 PM

REGISTRATION – Lobby

1:00 - 1:30 PM

OPENING GENERAL SESSION

Conference Shirt – Black

Introduction of State and Conference Officers

Call to Order – Abbie Keiser, State Central Region VP

Opening Ceremony

Welcome – Maryn Van Gorder, State Treasurer

Pajama Program - Tyler Kauffman, State President

Announcements – Riley Shafer, Blake Perry

2:00 – 2:45 PM

SESSION 1 - By Letter

2:55 - 3:40 PM

SESSION 2 - By Letter

2:55 PM

MANDATORY ADVISOR MEETING – **Stars & Stripes**

3:50 - 4:35 PM

SESSION 3 - By Letter

4:45 PM

Interviews for Outstanding SkillsUSA Student-**Salon F**

5:30 - 6:30 PM

DINNER

7:15 PM

Campfire and storytelling

11:00 - 6:00 AM

CURFEW – IN YOUR ROOM AND **QUIET!!!!**

THURSDAY

Conference Shirt – Scuba blue

8:00 AM

PATRIOTIC SALUTE

8:15 - 9:15 AM

BREAKFAST

9:30 -10:15 AM

SESSION 4 - BY LETTER

10:25 - 11:10 AM

SESSION 5 - BY LETTER

11:20 - 12:05 AM

SESSION 6 - BY LETTER

12:30 - 1:30 PM

LUNCH

1:45 - 3:30 PM

To infinity and beyond!

6:00 PM

DINNER

SKILLSUSA OR BUSINESS ATTIRE MANDATORY

Introduction of Officers and their guest

Opening Ceremony

Welcome – Tyler Kauffman, State President

Dinner

Introduction of Guests

Outstanding Central Region Advisor Award

Outstanding Central Region Director/Administrator Award

Outstanding Central Region Student Award

Special Event

Fundraiser Announcement - Kathy Estep

Announcements

Closing Ceremony

Time TBA

Movie Night!!

30 minutes after movie ends

CURFEW – IN YOUR ROOM AND **QUIET!!!!**

FRIDAY

9:00 AM

PATRIOTIC SALUTE
School Spirit Shirts

9:05 AM - 11:00 AM

Rick Metzger

11:00 AM – 12:00 PM

CLOSING GENERAL SESSION & BRUNCH

Presentation of Leadership Pins and Certificates
100% Awards
Closing Ceremony

HAVE A SAFE TRIP HOME