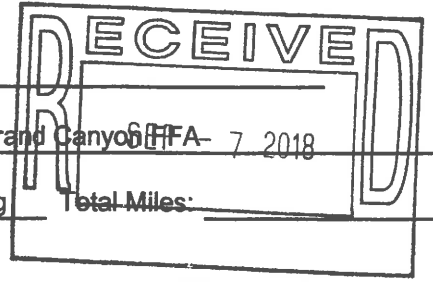


**WELLSBORO AREA SCHOOL DISTRICT
Field Trip Transportation Request Form**



1. Teacher: Melanie Berndtson School: WAHS
 2. No. of Students: 6 Adults: 1 Class or Organization: Grand Canyon FFA - 7 2018
 3. Date of Trip: 3/17-3/19/2019 Destination: SLLC Conference - Sheraton Harrisburg Total Miles: _____
 4. Estimated departure time: 7:00 AM From: WAHS
 5. Estimated return time (arrival in the district): 4:00 PM

6. Meal Plans (if applicable): Students will pay for meals on way down and back. All other meals will be provided.

7. Is school bus transportation required? Yes No How many? _____

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? 1

Who are the drivers? Melanie Berndtson - School van if possible

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 \$ 200 substitute out of the total cost of \$ _____

Account Code Number _____

11. If the district is not expected to pay all of the costs, what other funds are going to be used?

FFA Activity Account Code, if appropriate: _____

Notes: _____

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: Melanie Berndtson Date Submitted: 9/14/18

15. Principal's Approval: [Signature] Date: 9/13/18

16. Superintendent's Approval: [Signature] Date: 9/14/18

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-3c-3

2018 State Legislative Leadership Conference

“BE THE LIGHT”

“Initiate, Create, Illuminate”

Sunday, March 18th

- 11:00-1:00 PM** **Registration of SLLC participants at the Sheraton***
-Hotel Lobby – PA Ballroom – Harrisburg/Hershey Sheraton
- 12:00-5:00 PM** **PAAE Board/PSU Ag & Extension Education Advisory Board – Hemlock**
- 1:00-5:00 PM** **Teachers - Proficiency Awards – PA Ballroom**
- 1:00-1:15 PM** **Opening & Conference Orientation – Commonwealth Ballroom**
- 1:20-3:30 PM** **Leadership Workshops***
- **Conversation Skills – Elm & Fir**
 - **Legislation 101 – Chestnut & Ash**
 - **Tackling Parliamentary Procedure – Dogwood & Birch**
 - **Game Changer – Salon C & D**
- 3:35-4:20 PM** **Legislative Committee Gatherings***
- **House Ag & Rural Affairs – Ash/Birch**
 - **House Education – Chestnut/Dogwood**
 - **House Game & Fisheries – Fir/Elm**

 - **Senate Ag & Rural Affairs – Salon C**
 - **Senate Education – Salon D**
 - **Senate Game & Fisheries – Salon E**
- 4:25-5:30 PM** **Legislative Committee Meetings – Round 1 – Discuss & Amend***
- **House Ag & Rural Affairs – Ash/Birch**
 - **House Education – Chestnut/Dogwood**
 - **House Game & Fisheries – Fir/Elm**

 - **Senate Ag & Rural Affairs – Salon C**
 - **Senate Education – Salon D**
 - **Senate Game & Fisheries – Salon E**
- 6:00-7:30 PM** **Dinner*** Buffet – Commonwealth Ballroom**
- 7:30-10:30PM** **Teachers Proficiency Awards – PA Ballroom**
- 7:40-8:05PM** **Caucus Meetings – Reading of the Bills*****
- **House Majority – Salon A**
 - **House Minority – Salon B**
 - **Senate Majority – Ash/Birch**
 - **Senate Minority – Elm/Fir**

- 8:10-9:10 PM** **Introduction of Delegate Issues*** - Commonwealth Ballroom**
- 9:20-10:20PM** **Legislative Committee Meetings – Round 2 – Discuss & Amend*****
 - **House Ag & Rural Affairs – Ash/Birch**
 - **House Education – Chestnut/Dogwood**
 - **House Game & Fisheries – Fir/Elm**

 - **Senate Ag & Rural Affairs – Salon C**
 - **Senate Education – Salon D**
 - **Senate Game & Fisheries – Salon E**
- 10:30-10:45 PM** **Reflections by Second Year Scholars & Prepare for Morning Activities*****
Commonwealth Ballroom – Salon A/B
- 11:15 PM** **Curfew & Lights Out**

Monday, March 19th

- 7:00-8:00 AM** **Buffet Breakfast^^ - Commonwealth Ballroom***
- 8:00- 11:00AM** **Teachers Proficiency Awards – PA Ballroom**
Teachers Workshops – PA Ballroom
- 8:15-9:45 AM** **Caucus Meetings – Read, Discuss & Amend**
 - **House Majority – Salon A**
 - **House Minority – Salon B**
 - **Senate Majority – Ash/Birch**
 - **Senate Minority – Elm/Fir**
- 9:50-10:50 AM** **General Assembly – Final Round – Discuss & Amend**
 - **Senate – Salon CDE**
 - **House – Salon A/B**
- 11:00-11:30 AM** **Commonwealth Ballroom – All for Delegate issues presented at the 88th Convention^^**
Instructions for afternoon Community Service
- 11:45-12:45 PM** **Buffet Lunch^^- Commonwealth Ballroom**
- 1:00 PM** **ALL Buses Leave for service sites^^ (Tentative Time)**
Lower Lobby of Sheraton
- 5:30 PM** **ALL Buses Arrive at Hoss's for Dinner^^ (Tentative Time)**
- 7:30-10:30 PM** **Dance & Graffiti Party** - WHITE T-SHIRTS - Commonwealth Ballroom**
- 10:30-10:45 PM** **Reflections - Commonwealth Ballroom**
- 11:15 PM** **Curfew & Lights Out**

Tuesday, March 20th

- 7:00 AM** **Check out of Sheraton rooms and pack up.**
- 7:30 AM** **Legislative Pictures with Representatives and Senators***
-Lobby of Radisson Camp Hill
- 8:00 AM** **Legislative Breakfast***
-Ballroom at the Radisson Camp Hill
- 10:00 AM** **Group Photo***
Front of the Radisson
- 10:30 AM** **Visit Legislative Offices and Visitor Center***
-Students should visit their legislators, as they are available

Special Notes

- * Official Dress** **Proper official dress is required. Skirts must be below the fingertips when standing with arms at side. Black shoes must be worn by everyone. Please refer to handbook for further instructions on official dress.**
- ** Casual Dress** **Jeans are permitted but must be neat, no holes. T-Shirts must be school appropriate. NO tank tops, spaghetti straps, or mid-drift showing shirts. NO HATS!**
- *** Dinner** **Each chapter should wear their favorite Chapter t-shirt or polo.**
- ^^ Conference Shirt** **Please wear your conference shirt for these events.**

Note: **Participants at SLLC will want to bring a clean white T-Shirt for the Dance & Graffiti Party on Monday Evening.**

“BE THE LIGHT”

“INITIATE, CREATE, ILLUMINATE”

“I CAN, WE WILL”

Have a Safe Trip Home!

Thank you for attending the 31st State Legislative Leadership Conference!