

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

1. Teacher: Mr. Mack School: WAHS

2. No. of Students: 6 Adults: 2 Class or Organization: Culinary Arts

* 3. Date of Trip: 10/7-10/8 Destination: Gordons food service/Pittsburg P.A Total Miles: 480 miles

4. Estimated departure time: 3:00pm 10/7/19 From: WAHS

5. Estimated return time (arrival in the district): 8:00pm 10/8/19

6. Meal Plans (if applicable): N/A

7. Is school bus transportation required? Yes No How many? N/A

8. Will a coach bus be required? Yes No How many? N/A

9. Are private cars to be used? Yes No If yes, how many cars will be used? N/A

Who are the drivers? N/A

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 \$ N/A out of the total cost of \$ N/A

Account Code Number N/A

11. If the district is not expected to pay all of the costs, what other funds are going to be used?
Perkins Field trip Funds Account Code, if appropriate: _____

Notes: I will Need the school van for the trip. Funds will be used to pay for school van cost.

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: 07/9/19

* 15. ^{Asst.} Principal's Approval: [Signature] Date: 9/9/19

16. Superintendent's Approval: [Signature] Date: 9/9/19

17. Received by Transportation Coord.: _____ Date: _____

18. Estimated Cost: _____ Bus Contractor: N/A

- Distribution: Original - Superintendent/Transportation Coordinator Copy 2 - Building Secretary
 Copy 1 - Business Office (SS, FS, AA) Copy 3 - Faculty Member

* Possible overnight field trip pending board approval & hotel cost pd. for by Pro-start.



PA ProStart Professional Development – October 8, 2019

Gordon Food Service will be hosting PA Prostart instructors & students for a one-day workshop.

Date: Tuesday, 10/8/19 **Time:** 9:00am- 2:00pm

Instructors and students will be guided through specific professional development tracks including dough handling, cooking with scraps, interview 101, being social media savvy, warehouse tours, and more to come.

Confirm your attendance. We will need to have a headcount of instructors and students. Please limit the students attending to junior and seniors. (5-6 students/ school)

*There will be limited space so be sure to get your commitment in as soon as possible.

School Name Wellsboro Area School District

Educator's Name James Mack

Educator's Phone 570-404-4048

Email Address jmack@wellsborosd.org

1 Yes, our school will participate

6 number of students attending

2 educators and/or aid attending

If you need overnight accommodations, please let me know.

Note:

Students should dress business casual with comfortable shoes.

Lunch will be provided for the group and supplies needed for the sessions.

Return this completed to Hope Sterner, hsterner@prla.org as soon as possible.

No later than 6/14/19.