

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

1. Teacher: MICHAEL G CHARVZ School: WAHS
2. No. of Students: 3 Adults: 2 Class or Organization: FUTURE BUSINESS LEADERS OF AMERICA
3. Date of Trip: 4/17 - 4/19/2023 Destination: HERSHEY LODGE - HERSEY PA Total Miles: 208 MILES ROUND TRIP
4. Estimated departure time: 7:00AM 4/17/2023 From: WAHS
5. Estimated return time (arrival in the district): 3:00PM 4/19/2023
6. Meal Plans (if applicable): INCLUDED IN ROOM/BOARD FEES
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? 1

Who are the drivers? SUSAN GAGE, TONYA WEINBERG

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 \$ 745.⁰⁰* out of the total cost of \$ 3,033.⁰⁰
- Account Code Number _____

* MEALS: \$30.00/PERSON
X 3 STUDENTS
X 3 DAYS
* REGISTRATIONS: \$95.00 X 3
STUDENTS
\$95.00 X 2
CHAPERONES

11. If the district is not expected to pay all of the costs, what other funds are going to be used?
FBLA STUDENT ACCOUNT FUNDS Account Code, if appropriate: _____

Notes: MEALS AND REGISTRATION FEE REQUESTS BASED ON PAST DISTRICT PRACTICES

12. For overnight field trips, a list of Students and Chaperones is attached.
13. A brief itinerary/description of trip is attached. SEE ATTACHED PA-FBLA INVOICE
14. Signature of Teacher: [Signature] Date Submitted: 3/3/2023
15. Principal's Approval: _____ Date: 3/3/23
16. Superintendent's Approval: [Signature] Date: 5/9/23
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

Gamble, Linda

From: Michael@donwhitepa.com
Sent: Friday, March 3, 2023 8:55 AM
To: Gamble, Linda; Byrd, Jeremy
Subject: FBLA State Leadership Conference - Field Trip Request Form
Attachments: 2023 SLC Field Trip Request.pdf

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Mrs. Gamble and Mr. Byrd:

Attached is a request form for three high school students—Karter Campbell, Olivia Gage and Evelyn Wetherbee—to attend the FBLA PA State Leadership Conference in Hershey PA from April 17-19, 2023. It is my understanding that this needs to be approved by Mr. Byrd as building principal and Mrs. Huck as superintendent, and approved by the board at its March meeting. I do not believe we need a transportation signature, because we are not requesting district transportation (please correct me if I am wrong).

Please let me know if you have any questions on this request, or need any additional information.

Thanks,
Mike

Michael G. Charles, CPA
Donald White PA, LLC
1055 West Main Street
Troy PA 16947
(570) 297-4229 (Telephone)
(570) 297-2093 (Facsimile)
(570) 419-6653 (Mobile)
michael@donwhitepa.com

📧 TLS encrypted by Smarsh Business Solutions

Pennsylvania FBLA

PO Box 5085
 Jersey Shore, PA 17740

Invoice

To:

Wellsboro Area High School
 225 Nichols Street
 Wellsboro, PA 16901

2023 SLC -- Hershey
 Registration #41558

| Attendees | | | | |
|---|--|----------|-------|----------|
| ID | Attendee Type | Rate | Total | |
| Campbell, Karter | | | | \$777.00 |
| 678333 | Competitor | \$95.00 | | |
| Grade | 9 | | | |
| Gender | Male | | | |
| Email | karter.campbell@wordtotheboro.org | | | |
| Travel | Plan A | | | |
| Monday Breakfast To Go | No Thanks | \$0.00 | | |
| Short Sleeve T-Shirt | No Thanks | \$0.00 | | |
| Long Sleeve T-Shirt | No Thanks | \$0.00 | | |
| Hoodie | No Thanks | \$0.00 | | |
| Chapter Officer | President | | | |
| Region Officer | [No Answer] | | | |
| Will you be attending the Monday Night Opening General Session? | Yes | | | |
| Will you be attending the Tuesday Night Awards Session? | Yes | | | |
| Hershey Park Ticket | No Thanks | \$0.00 | | |
| Voting Delegate 1 | Selected | | | |
| RID | 29690 | \$682.00 | | |
| Competitions | Journalism (SLC Objective Test) | | | |
| Gage, Olivia | | | | \$564.00 |
| 706475 | Competitor | \$95.00 | | |
| Grade | 9 | | | |
| Gender | Female | | | |
| Email | olivia.gage@wordtotheboro.org | | | |
| Travel | Plan A | | | |
| Monday Breakfast To Go | No Thanks | \$0.00 | | |
| Short Sleeve T-Shirt | No Thanks | \$0.00 | | |
| Long Sleeve T-Shirt | No Thanks | \$0.00 | | |
| Hoodie | No Thanks | \$0.00 | | |
| Chapter Officer | Vice President | | | |
| Region Officer | [No Answer] | | | |
| Will you be attending the Monday Night Opening General Session? | Yes | | | |
| Will you be attending the Tuesday Night Awards Session? | Yes | | | |
| Hershey Park Ticket | No Thanks | \$0.00 | | |
| RID | 29689 | \$469.00 | | |
| Competitions | Organizational Leadership (SLC Objective Test) | | | |

Wellsboro Area High School | 2023 SLC -- Hershey

| Attendees | | | |
|---|--|----------|----------|
| ID | Attendee Type | Rate | Total |
| Gage, Susan | | | \$564.00 |
| 706481 | Chaperone | \$95.00 | |
| Grade | N/A | | |
| Gender | Female | | |
| Email | susanmgage@yahoo.com | | |
| Cell # | (570) 724-1466 | | |
| Travel | Plan A | | |
| Monday Breakfast To Go | No Thanks | \$0.00 | |
| Short Sleeve T-Shirt | No Thanks | \$0.00 | |
| Long Sleeve T-Shirt | No Thanks | \$0.00 | |
| Hoodie | No Thanks | \$0.00 | |
| Chapter Officer | [No Answer] | | |
| Region Officer | [No Answer] | | |
| Will you be attending the Monday Night Opening General Session? | Yes | | |
| Will you be attending the Tuesday Night Awards Session? | Yes | | |
| Hershey Park Ticket | No Thanks | \$0.00 | |
| RID | 29688 | \$469.00 | |
| Wetherbee, Evelyn | | | \$564.00 |
| 706476 | Member at Large | \$95.00 | |
| Grade | 9 | | |
| Gender | Female | | |
| Email | evelyn.wetherbee@wordtotheboro.org | | |
| Travel | Plan A | | |
| Monday Breakfast To Go | No Thanks | \$0.00 | |
| Short Sleeve T-Shirt | No Thanks | \$0.00 | |
| Long Sleeve T-Shirt | No Thanks | \$0.00 | |
| Hoodie | No Thanks | \$0.00 | |
| Chapter Officer | Treasurer | | |
| Region Officer | [No Answer] | | |
| Will you be attending the Monday Night Opening General Session? | Yes | | |
| Will you be attending the Tuesday Night Awards Session? | Yes | | |
| Hershey Park Ticket | No Thanks | \$0.00 | |
| Voting Delegate 2 | Selected | | |
| RID | 29689 | \$469.00 | |
| Competitions | Introduction to Event Planning (SLC Performance Event and Role Play) | | |

Wellsboro Area High School | 2023 SLC -- Hershey

| Attendees | | | |
|---|--------------------------------|----------|----------|
| ID | Attendee Type | Rate | Total |
| Wetherbee, Tonya | | | \$564.00 |
| 706489 | Chaperone | \$95.00 | |
| Grade | N/A | | |
| Gender | Female | | |
| Email | mike.charles@wordtotheboro.org | | |
| Cell # | (570) 404-9875 | | |
| Travel | Plan A | | |
| Monday Breakfast To Go | No Thanks | \$0.00 | |
| Short Sleeve T-Shirt | No Thanks | \$0.00 | |
| Long Sleeve T-Shirt | No Thanks | \$0.00 | |
| Hoodie | No Thanks | \$0.00 | |
| Chapter Officer | [No Answer] | | |
| Region Officer | [No Answer] | | |
| Will you be attending the Monday Night Opening General Session? | Yes | | |
| Will you be attending the Tuesday Night Awards Session? | Yes | | |
| Hershey Park Ticket | No Thanks | \$0.00 | |
| RID | 29688 | \$469.00 | |
| Attendee Total | | | |

| Additional Info | |
|---|----------------------------|
| Question | Answer |
| Voting Delegate 1 | Campbell, Karter [678333] |
| Voting Delegate 2 | Wetherbee, Evelyn [706476] |
| Hotel Priority 01 Hershey Lodge (Plan A only) | 1 |
| Hotel Priority 02 Hotel Hershey (Plan A only) | 2 |
| Hotel Priority 03 Hilton Garden Inn (Plan A only) | 3 |
| Hotel Priority 04 Courtyard Inn by Marriott (Plan A only) | 4 |
| Hotel Priority 05 Days Inn & Suites (Plan B Only) | 5 |
| Hotel Priority 06 Super 8 by Wyndham (Plan B Only) | 6 |
| Hotel Priority 07 Holiday Inn Express (Plan B only) | 7 |
| Hotel Priority 08 Comfort Inn (Plan B only) | 8 |
| Hotel Priority 09 Fairfield Inn & Suites (Plan B only) | 9 |
| Hotel Priority 10 TRU by Hilton (Plan B only) | 10 |

| Statistics | |
|-----------------|-------|
| Attendee Type | Total |
| Competitor | 2 |
| Member at Large | 1 |
| Chaperone | 2 |

| Travel | | |
|-----------------------|--------|-------------------|
| Attendee ID | Name | |
| 2-Nights with 5-Meals | | |
| 1 | 678333 | Campbell, Karter |
| 2 | 706475 | Gage, Olivia |
| 3 | 706481 | Gage, Susan |
| 4 | 706476 | Wetherbee, Evelyn |
| 5 | 706489 | Wetherbee, Tonya |

| Housing Assignments | | |
|---------------------|------|------|
| Attendee ID | Name | Rate |

Wellsboro Area High School | 2023 SLC -- Hershey

| Housing Assignments | | | |
|------------------------------------|-------|-------------------|---------------|
| Plan A | | | |
| RID 29688 (Room Size: 2 Attendees) | | | |
| 1 | 75860 | Gage, Susan | |
| 2 | 75859 | Wetherbee, Tonya | |
| RID 29689 (Room Size: 2 Attendees) | | | |
| 1 | 75862 | Gage, Olivia | |
| 2 | 75863 | Wetherbee, Evelyn | |
| RID 29690 (Room Size: 1 Attendee) | | | |
| 1 | 75865 | Campbell, Karter | |
| Non-Attendee Housing Total | | | \$0.00 |

| Competitions | | | |
|-------------------------------------|---|--|---------------|
| | Name | | Rate |
| SLC Objective Test | | | |
| 1 | Journalism (SLC Objective Test) - Campbell, Karter | | |
| 2 | Organizational Leadership (SLC Objective Test) - Gage, Olivia | | |
| SLC Performance Event and Role Play | | | |
| 3 | Introduction to Event Planning (SLC Performance Event and Role Play) - Wetherbee, Evelyn | | |
| Non-Attendee Entry Total | | | \$0.00 |

Grand Total **\$3,033.00**

Instructions

Make all checks payable to:
PA FBLA or Pennsylvania FBLA
(all costs can be combined into one check)

All SLC payments must be made in full and RECEIVED BY February 24, 2023.

Please remember to mail your check to:
Bruce Boncal, Executive Director
Pennsylvania FBLA
PO Box 5085
Jersey Shore, PA 17740

DO NOT SEND THE CHECK TO THE NATIONAL FBLA OFFICE (Baltimore, MD)! Only dues are sent to that address.

If your school system requires a W-9 form for Pennsylvania FBLA, please contact Bruce Boncal: bboncal@pafbla.us.

Invoice questions: Bruce Boncal, 570.279.6998 (cell) or bboncal@pafbla.us (email)

If you wish to pay by credit card, please contact Bruce Boncal at bboncal@pafbla.us. An invoice will be sent through PA FBLA's QuickBooks program so that a school may pay by credit card. A 3.5% credit card fee will apply.