

FORM 1

Overnight Trip Information

The Overnight Trip Information (Form 1) needs to be completed 90 days before the trip so the school board can approve the information.

(Any exceptions to the 90-day procedure are at the discretion of the Superintendent)

Team/Group: Honors Band Level: National Concert Band Festival

Destination: Indianapolis Coach/Sponsor: Steve Scherer

Departure Date: 3/12/20 Departure Time: 6:00 AM

Return Date: 3/14/20 Return Time: 2:00 AM (3/15)

Reason for Overnight Trip: The event begins at 1:00 PM Thursday and concludes Saturday night.

Total Mileage: 600 miles # of Chaperones: 9

List Chaperone's Names: Shelly Emerick, Doug Emerick, Anne Calder, Lendol Calder, Jennifer Ulam,
Darby Willaert, Cricket Elden, Holly Pankey, Tammy Dunker

Name of Hotel: Not yet assigned. The Indianapolis Housing Bureau will assign us to a high quality

Hotel Address: downtown hotel. Hotel Phone #:

Check In Date: 3/12/20 Check Out Date: 3/14/20

A complete itinerary needs to be attached to Form 1 when it is turned in for approval.

The itinerary needs to include:

- Timeline (the timeline needs to be specific and include departure & return dates and times)
- Activities planned during the trip
- Approximate times you will be at the hotel for contact purposes
- A complete list of students, coaches, sponsors, chaperones, etc. that will be on the trip

Form 1 and your itinerary needs to be turned in to Mr. Nichols (Athletics). This is step 4 on the Overnight Trip Checklist (Form 2).

Board President _____ Date _____