

**PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS**

Type of Trip Ohio High School Speech League State Finals

Proposed Departure Date March 3, 2016 Return Date March 5, 2016

Proposer Tricia Pletcher Position Head Coach

Date by which response is needed ASAP Proposal Date 2/9/2016

A. Purpose

1. What is the major place to be visited or event to be attended?

The Ohio High School Speech League state Finals at Princeton High School in Cincinnati.

2. How is the trip related to the educational program of the District?

Continuation of speech and debate competition season

3. In what ways will the students benefit?

- representing Norton City Schools at state Finals
- achievement of highest level of state competition
- Scholarship opportunities

4. How will the trip be evaluated to determine the extent to which these benefits were realized?

- competition ranking results

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B. Students and Staff

1. Which students, (grade, class, or organization), will be going?  
*State Qualifiers for Speech and Debate*
  
2. How many students in total?  
*12 students*
  
3. Which staff member will be in charge?  
*Tricia Pletcher*
  
4. What other staff members will be going?  
*Anthony Paridon, Cody Stanley*
  
5. How many chaperones, in addition to staff members, will be going?  
*—*
  
6. Will any school days be missed? How many?  
*1 full day*

How will teachers be advised in advance that the students will be out of school?

*Via email*

C. School Work

1. How will missed work be made up?

It will be the students' responsibility to make arrangements with teachers.

2. What special assistance will be provided students with academic problems?

As the coach, I can assist students to access additional help or resources with schoolwork.

D. Itinerary

1. What is the destination?

OHSSL State Finals: Princeton High School,  
Cincinnati

2. What will be the mode of transportation? What liability insurance does the carrier have?

School bus

3. Where will the group be housed and fed?

La Quinta Inn & Suites  
11029 Dowlin Dr. 513-771-0300

4. What enroute or supplementary activities are planned? Will the activities be led by the teacher in charge or a tour leader?

Activities will be focussed on competition and practice - to be coordinated by Tricia Pletcher

5. What arrangements have been made for dealing with emergency situations?

- Emergency contact with parents via cell phone  
- emergency facilities in Cincinnati

6. What arrangements have been made for administering necessary medications to students while on this trip?

- parent permission

E. Finances

1. What is the estimated total cost and cost per student? Please attach a worksheet that shows the breakdown of expenses and what is covered by each student's cost (i.e. meals, admissions, etc.)

Estimated cost per student \$155.  
Worksheet attached.

2. What is the source of funds?

- State trips customarily paid by District; registration fees already paid through Forensic Team account/funds.

3. How will the funds be collected and safeguarded?

- Funds managed, distributed, remitted by Tricia Pletcher

4. How will any shortfall be made up or excess funds used?

- Shortfall or excess to be managed through Forensics GL account for future tournaments

5. What provision has been made for students who are financially unable to pay any necessary costs?

- Students are not expected to pay with personal funds.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Writing: schedules, agendas, and permission slips.  
cell phone: before, during, after trip as necessary.

2. List telephone numbers at destination and where group will be housed.

La Quinta Inn & Suites 513-771-0300  
11029 Dowlin Dr.  
Cincinnati

Jucia Pletcher  
Signature of the Requestor

2/17/2016  
Date

Approved:

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Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Date

**Expenses for Ohio High School Speech League State Finals 2016**

**Location: Princeton High School, Cincinnati, OH**

**Dates: March 3,4,5, 2016**

Expense	Amount	Payor	Comments
Team Registration	\$254	Forensics Account	
Lodging	\$1,260	NCSD	La Quinta Hotel in Cincinnati: 7 rooms, 2 nights, \$90 per night
Per diem	\$600	NCSD	Customary per diem of \$20/day for 15 students/coaches, 2 days

**Trip Attendees:**

Tricia Pletcher	Coach
Anthony Paridon	Coach
Cody Stanley	Coach/Judge
Cameron Baughman	State Qualifier
Shannon Hahe	State Qualifier
Daniel Gao	State Qualifier
Jake Sykes	State Qualifier
Jenna Pletcher	State Qualifier
Jillian Pletcher	State Qualifier
Jonathan Walton	State Qualifier
Paige Howe	State Qualifier
Sydney Shufford	State Qualifier
Rose Morrison	State Qualifier
Caillin Swearingen	State Qualifier
Ryan Longoria	State Qualifier