

SCOTIA-GLENVILLE CENTRAL SCHOOLS



Request for Overnight Field Trip

Please provide the following information to the Superintendent of Schools at least six (6) weeks in advance of the scheduled trip.

Person Requesting Trip: Christina Lipp and Katie Jahn

Date: 4/26/24

Class/Organization/Club Requesting Trip: Spanish Travel Club

Destination of Trip: Puerto Rico

Dates of Trip: 2/15/25 - 2/23/25

of Overnights: 5 nights

(Mo./Day/Yr.)

(Mo./Day/Yr.)

Estimated Departure Time from Home: _____ (AM/PM)

Estimated Arrival time at Destination: _____ (AM/PM)

Estimated Departure Time for Home: _____ (AM/PM)

Estimated Arrival Time at Home: _____ (AM/PM)

We will be traveling with Explorica Tour Company and the flights will be booked by them.

Purpose of Trip: This trip will be a language and cultural immersion with a Puerto Rican cooking class, a salsa dance class, a trip to the only rainforest in North America, snorkeling in the Caribbean, and historical city tours.

Number of Students on the Trip: 27

Number of Chaperones on the Trip: 3

Mode of Transportation: plane and charter bus around PR

Teachers in Charge: Christina Lipp, Katie Jahn, and Diane Sartin

(Please list all names)

Names of Non Staff Chaperones: _____

(Please list all names)

Names of Students Participating in Trip** TBD

Plans for Lodging: hotels booked by Explorica (Hyatt in Bayamon and Fairfield Inn by Marriott in Fajardo)

Trip Itinerary: See attached

Anticipated Cost of Trip: \$75,000

Source of Funds: individual

Anticipated Cost per Student: \$2,800

Anticipated Number of Substitutes Needed: 0

This trip will be "at no cost to the district" Yes No

List "other" School/Groups/Organizations Expected to Travel With You AND the Purpose for their Traveling with You: _____

Additional Comments: This will be our school's fourth time traveling to Puerto Rico with all previous trips being a complete success. It is a wonderful opportunity for Scotia students to study the Spanish language and Puerto Rican culture. Past students have found traveling rewarding and beneficial. This tour is educationally driven and focuses on Spanish language immersion.

Approved: Christina Lipp Date: 4/26/24
Academic Head/Supervisor

Approved: Pen J. Boehm Date: 5/16/24
Building Administrator

Approved: Susan M. Smith Date: 05/22/2024
Superintendent of Schools

My approval is conditional upon the Supt's review along w/ BOE agreement on the practice of this trip occurring each year vs. every other year as I was informed was our plan late this spring.

Any changes in the information provided must be brought to the Superintendent's attention immediately.

** Any incomplete information must be provided at least 2 weeks prior to the trip.

Revised: 4/21/2015

Day 1 Hola San Juan

San Juan guided sightseeing tour

Antiguo Casino, Convento de Santo Tomás, Iglesia San Jose, Catedral de San Juan, El Castillo San Cristobal visit, Castillo San Felipe del Morro visit, San Juan Museum visit, El Capitolio

Dinner

Day 2 San Juan

Breakfast

Cooking Class

Santurce Murals and neighborhood

San Juan Botanical Gardens visit

Dinner and Leap Salsa Class

Day 3 Fajardo

Breakfast

Luquillo Beach Free Time

Dinner

Day 4 Fajardo

Breakfast

El Yunque Caribbean National Forest guided hike and waterfall visit

Campo Rico ziplining tour

Campo Rico horseback riding tour

Dinner

Day 5 Fajardo

Breakfast

Island excursion & snorkel trip

Dinner

Day 6 San Juan

Breakfast

Free time in San Juan

Travel home