WEST CHESTER AREA
SCHOOL DISTRICT

REVISED: March 25, 2024

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic, and Extracurricular Trips and Approval of Bus Transportation

Proposal ☑ New Trip Request ☐ Trip Revision Request ☐ Trip Cancellation Request

School: Henderson High School | Grades: 10th-12th | Subject/Club/Sport: Boys Golf

Teacher(s)/Coach(es) in Charge: Mike Orenshaw

Destination: Penn State Golf Course- 1523 W. College Ave. State College, PA 16801

Trip Day(s)/Date(s): Wednesday August 12- Thursday August 13 | Competition: ☒ Yes ☐ No | PIAA ☑ Yes

~ Overnight Trip: ☑ Yes ☐ No ☑ In State ☐ Out of State ☐ Out of Country | Name Tour Company:

Special Instructions (rain date, etc.):

How is it related to curriculum (Not for PIAA):

Objectives of the proposed trip (Not for PIAA):

Number of Pupils: 8 | Total Passengers: 9 | Per Pupil Cost: 0.00

Adult Chaperone to Student Ratio: 8 / 1 | % of Eligible Students Going: 100.00%

Names of Teacher/Staff Chaperones: Mike Orenshaw

~ Other Adult Chaperones:

Nurses required on this trip: ☐ Yes ☑ No (refer to 121AG6)

Estimated Cost

	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project
Substitute(s) Needed:	0		202.13	0.00		
Agency Nurses Needed:	0		0.00	0.00		

Name of Staff Member Driving Students: Mike Orenshaw

Mileage/Tolls: (If applicable)	0.00	
Hotel/Food/Airfare: (If applicable)	0.00	
Registration/Entrance Fee: (If applicable)	560.00	
Other Costs:	0.00	

☐ Walking ☑ Parent Provided Transportation ☐ Public Transportation

☐ Bus ☐ Van/Car Rental ☐ Coach

	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project
Buses/Rentals/Coaches				0.00		

~ Rental Company/Carrier:

Students Leaving From: Henderson High School at 5 ☐ am ☑ pm

Students Returning To: Henderson High School at 7 ☐ am ☑ pm

~ Request Drop off/Pick up (only if using Krapf): ☐ Yes ☐ No Drop at: _____ at _____ ☐ am ☐ pm

Pick up at: _____ at _____ ☐ am ☐ pm

What are the planned activities to assist students who require financial assistance:

Additional Information (bus w/lift, star seat, ski boxes, special instructions)

Total Cost of Trip: $ 560.00 | Pupil Cost: $ - | Other Funded: $ - | Total Cost to the District: $ 560.00

Requested Travel Advance (Min. $300):

Requested By: Mike Orenshaw | Signature: Mike Orenshaw | Date: 07/01/2026

Approval		
Principal	Approved	Date: 7/13/26
Supervisor/ Athletic Director	Approved	Date: 7/6/26
Director of: ☐ Elementary ☒ Secondary ☐ Pupil Services	Approved	Date: 7/13/26
Transportation:		Date:
Schedule Dates:	Contractor:	
Krapf Costs:	Additional Costs:	

Spellman Office Only: Overnight Trip will appear on the _____ Board Consent Agenda.

Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation – Page 2

Instructions:

1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability **before submitting the trip application.** Do not send this application to the outside transportation company.
2. All information must be completed on the form. Incomplete forms/forms with missing information will be returned. **All costs must be on the form prior to submitting for approval.** All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for **New Trip Request** or **Trip Revision Request.**
3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. **Include any additional special instructions.** Explain how the trip supplements or enriches the classroom curriculum.
4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students; and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
5. Cost Section – **Fill in all costs associated with this trip. The sub rate is $202.13 per day.** The sub cost line is pre-calculated at $202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. **Budget accounts must be included.** Include transportation information and costs here.
6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.).
7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation.
8. Include the planned activities (fundraising) for financial assistance and any additional information.
9. If the trip is not approved, the form will be returned to the school principal with comments below.
10. After principal approval, forward the trip application to the appropriate director. Krapf Bus transportation requests will be sent to the Transportation Department. Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form.
11. REVISIONS - Once the trip form has been submitted to the director, ANY changes that need to be made must be made on a copy of the original trip request form. Check the **Trip Revision Request** at the top of the form and indicate the changes. Approval process to the principal, then director, then to transportation (if Krapf).

Please Note:

- Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.
- Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

Disapproval Comment:

_____

_____

REVISED: March 25, 2024

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic, and Extracurricular Trips and Approval of Bus Transportation

Proposal **New Trip Request** **Trip Revision Request** **Trip Cancellation Request**

School: West Chester East | Grades: 9-12 | Subject/Club/Sport: Cheerleading Team

Teacher(s)/Coach(es) in Charge: Leslie Boccio

Destination: Pine Forest Cheer Camp

Trip Day(s)/Date(s): 8/18/26-8/21/26 | Competition: Yes NO | PIAA: Yes

Overnight Trip: Yes No | In State Out of State Out of Country | Name Tour Company:

Special Instructions (rain date, etc.): Itinerary Attached

How is it related to curriculum **(Not for PIAA)**: Team Bonding and skills

Objectives of the proposed trip **(Not for PIAA)**: To build strong skills and work with teammates

Number of Pupils: 24 | Total Passengers: 28 | Per Pupil Cost:

Adult Chaperone to Student Ratio: 1 / 6 | % of Eligible Students Going: 100.00%

Names of Teacher/Staff Chaperones: Leslie Boccio

Other Adult Chaperones: Nevaeh Lewis, Tanya Croumbley, Shyanne Kennedy

Nurses required on this trip: Yes No (refer to 121AG6)

Estimated Cost

	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project
Substitute(s) Needed:	0			0.00		
Agency Nurses Needed:	0		0.00	0.00		

Name of Staff Member Driving Students:

Mileage/Tolls: (if applicable)

Hotel/Food/Airfare: (if applicable)

Registration/Entrance Fee: (if applicable)

Other Costs:

Walking Parent Provided Transportation Public Transportation

Van/Car Rental Coach

	# Vehicle:	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project
Buses/Rentals/Coaches	1	2		0.00		

Rental Company/Carrier: Krapf Coach

Students Leaving From: EHS at 6:45 am pm

Students Returning To: EHS at 3:30 am pm

Request Drop off/Pick up (only if using Krapf): Yes No Drop at: Tennis Courts at am pm

Pick up at: Tennis Courts at am pm

What are the planned activities to assist students who require financial assistance:

- Boosters are financially supporting this trip

Additional Information (bus w/lift, star seat, ski boxes, special instructions)

none

Total Cost of Trip: $ - | Pupil Cost: $ - | Other Funded: $ - | Total Cost to the District: $ -

Requested Travel Advance (Min. $300):

Requested By: Tanya Croumbley | Signature: Tanya Croumbley | Date: 07/13/2026

Approval					
Principal		Approved	Sarah Graham	Date:	07/13/2026
Supervisor/ Athletic Director		Approved	Ryan Zehren	Date:	7/13/26
Director of: Elementary (Secondary) Pupil Services		Approved		Date:	7/21/26
Transportation:				Date:	
Schedule Dates:		Contractor:			
Krapf Costs:		Additional Costs:			
Spellman Office Only:	Overnight Trip will appear on the			Board Consent Agenda.	

Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation – Page 2

Instructions:

1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability **before submitting the trip application**. Do not send this application to the outside transportation company.
2. All information must be completed on the form. Incomplete forms/forms with missing information will be returned. **All costs must be on the form prior to submitting for approval.** All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for **New Trip Request** or **Trip Revision Request**.
3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. **Include any additional special instructions**. Explain how the trip supplements or enriches the classroom curriculum.
4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students, and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
5. Cost Section – **Fill in all costs associated with this trip. The sub rate is $202.13 per day.** The sub cost line is pre-calculated at $202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. **Budget accounts must be included.** Include transportation information and costs here.
6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.).
7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation.
8. Include the planned activities (fundraising) for financial assistance and any additional information.
9. If the trip is not approved, the form will be returned to the school principal with comments below.
10. After principal approval, forward the trip application to the appropriate director. Krapf Bus transportation requests will be sent to the Transportation Department. Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form.
11. **REVISIONS** - Once the trip form has been submitted to the director, ANY changes that need to be made must be made on a copy of the **original trip request form**. Check the **Trip Revision Request** at the top of the form and indicate the changes. Approval process to the principal, then director, then to transportation (if Krapf).

Please Note:

~ Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.

~ Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

Disapproval Comment:

WEST CHESTER AREA
SCHOOL DISTRICT

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Proposal ☑ **New Trip Request** ☐ **Trip Revision Request** ☐ **Trip Cancellation Request**

School: Henderson High School | Grades: 9-12th | Subject/Club/Sport: Cheerleading

Teacher(s)/Coach(es) in Charge: Rachael McDonald and Sequoia Drake

Destination: Pineforest Cheerleading Camp- 185 Pine Forest Road Greeley, PA 18425

Trip Day(s)/Date(s): 8/23-8/26 | Competition ☐ Yes ☑ No | PIAA ☐ Yes

~ Overnight Trip: ☑ Yes ☐ No ☑ In State ☐ Out of State ☐ Out of Country | Name Tour Company:

Special Instructions (rain date, etc.):

How is it related to curriculum **(Not for PIAA)**:

Objectives of the proposed trip **(Not for PIAA)**:

Number of Pupils: 17 | Total Passengers: 19 | Per Pupil Cost: 433.00

Adult Chaperone to Student Ratio: 1 / 9 | % of Eligible Students Going: 100.00%

Names of Teacher/Staff Chaperones:

~ Other Adult Chaperones:

Nurses required on this trip: ☐ Yes ☑ No (refer to 121AG6)

Estimated Cost

	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project
Substitute(s) Needed:			202.13	0.00		
Agency Nurses Needed:			0.00	0.00		

Name of Staff Member Driving Students:

Mileage/Tolls: (if applicable)

Hotel/Food/Airfare: (if applicable)

Registration/Entrance Fee: (if applicable)

Other Costs:

☐ Walking ☐ Parent Provided Transportation ☐ Public Transportation

☑ Bus ☐ Van/Car Rental ☐ Coach

	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project
Buses/Rentals/Coaches	1	2	576.62	1,153.24		

~ Rental Company/Carrier: Krapf School Bus

Students Leaving From: Henderson on 8/23 at 7:00 ☑ am ☐ pm

Students Returning To: Henderson on 8/26 at 4:00 ☐ am ☑ pm

~ Request Drop off/Pick up (only if using Krapf): ☐ Yes ☐ No Drop at: ____ at ____ ☐ am ☐ pm

Pick up at: ____ at ____ ☐ am ☐ pm

What are the planned activities to assist students who require financial assistance:

Boosters collected sponsorships from businesses to cver the cost for those that need assitance

Additional Information (bus w/lift, star seat, ski boxes, special instructions)

Total Cost of Trip: $ 7,361.00 | Pupil Cost: $ 433.00 | Other Funded: $ - | Total Cost to the District: $ 7,361.00

Requested Travel Advance (Min. $300):

Requested By: Rachael McDonald | Signature: Rachael McDonald | Date: 07/15/2026

Approval			
Principal		Approved	Date: 7/21/26
Supervisor/ Athletic Director		Approved	Date: 7/21/26
Director of: ☐ Elementary ☒ Secondary ☐ Pupil Services		Approved	Date: 7/30/26
Transportation:			Date:
Schedule Dates:		Contractor:	
Krapf Costs:		Additional Costs:	

Spellman Office Only: Overnight Trip will appear on the _____ Board Consent Agenda.

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Disapproval Comment:

_____

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