

Board Approval
Date: _____

DASD Field Trip Request Form

CATEGORY 1 Trips Requiring Building Administrator's Approval ■ Field Trip Request Form must be submitted a minimum of two weeks prior to the trip	CATEGORY 2 Trips Requiring Board of School Director's Approval <i>(trips 200 miles or more one way)</i> ■ Field Trip Request Form must be submitted a minimum of 1-2 months prior to the trip to be presented by a building administrator to obtain approval at a Board of School Directors' meeting
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The DASD Field Trip Request Form is comprised of two sections:

- Section 1 must be completed for all trips (Category 1 & 2).
- Section 2 must be completed if the trip requires the Board of School Director's approval (Category 2).

Please complete, sign, and submit your Field Trip Request Form to your building administrator. Only forms submitted within the proper time frames will be considered for approval.

SECTION 1 To be completed by Category 1 & 2 Field Trip Request Types

Requestor: Yuninger	Requestor Phone Number: x3120
Building: DAHS	Grade(s) <i>(List all that apply)</i> : 9-12
Class(es) <i>(List all that apply)</i> :	Number of Students: 50
Number of Chaperones: 8*	Transportation Needed: Van(s) - ALL 7 DAHS VANS 4 Vans Max *Approved Certificate of Insurance must be provided for Motorcoach Bus transportation.
Destination Name: Altoona High School	Destination Street Address: 1404 6th Ave. Altoona, PA 16602 City, State, Zip:
Date of Departure: 4 Dec. 2026	Time of Departure: 7:45 AM
Departure Location: DAHS Back Gym Parking Lot	Are there planned stops on the route to the destination? No
If there are planned stops on the route to the destination, please list the name and address of the stop(s):	
Altoona hotel TBD*	
Location of pick up for return? Altoona HS	Time to pick up for return? TBD 6 Dec. 2026
Location of drop-off upon return? DAHS Back Parking Lot	Time of return? TBD 6 Dec. 2026
Transportation Provider Point of Contact: TBD	Transportation Provider Cell Phone Number: TBD
Driver: Chaperones	Driver Cell Phone Numbers: TBD
Major objective of the trip: Students will participate in a multi-disciplinary session of workshops and competitive events in the theater arts, including leadership and employability skills. They will be exposed to a wide	

range of theatrical productions and have the opportunity to audition for college placement and scholarships, as well as network with active theater professionals and learn more about career paths in the theater arts and sciences.			
How is the objective co-related to classroom experiences?		Every aspect of theater production is directly related to skills taught in English, math, history, art, business, tech ed., leadership, and science.	
What follow-up have you planned for after the trip? Students will share their experiences in a presentation to the general membership of the Dallastown Performing Arts Club as well as integrate what they have learned into future productions, including the upcoming winter dinner theater in February.			
Transportation is requested of: When researching Private (non-Reliance) providers/carriers ask: 1. Does your company carry some level of child molestation and exploitation coverage? 2. Does the company carry General Aggregate Liability insurance coverage exceeding \$2 million? If the answer to these questions is "Yes" direct the company to provide a copy of the company's insurance rider for General Aggregate Liability and Child Molestation and Exploitation Coverage. When you receive this documentation, please submit it with your request.			
☐ Reliance Student Transportation Services (DASD contracted carrier)	☒ Private Vehicles (students/parents)	☒ Private (DAHS) Van Services ☐ Private Non-Passenger Rental (box truck, trailer...)	☐ Private Motorcoach (approved Certificate of Insurance must be attached)
Trip will be funded by:			
☐ DASD General Fund (Building/Program)	☐ General Fund (fees paid by students - in & out)	☒ Activity Account (student payments are deposited to offset costs)	All costs paid directly to facilities/vendors, travel agents, transportation providers, etc.

SECTION 2 To be completed by Category 2 Field Trip Request Types

(If the trip is less than 200 miles each way **STOP**)

Will a substitute be required?	YES	Location/Destination: Altoona Senior High School	
Trip Description:	DPAC and ITS students will have the opportunity to perform their fall play for thespians and theater professionals from middle and high schools all over the state. They will also participate in workshops, skill-building activities, and networking sessions with working theater professionals and college and university representatives. Selected students may opt to run for state student office, apply for scholarships & awards, and present portfolios to college admission officials.		
Goals of the Trip:	Students will gain skills, contacts, and confidence in the career pathway of theater and entertainment industries.		
Date of Departure:	4 Dec. 2026	Date of Return:	6 Dec. 2026
Number of days students will be absent from school?	1	Who will pay the costs?	Students and DPAC Activity Fund
Transportation costs to be paid by:	DPAC Activity Fund	Hotel costs to be paid by:	DPAC Activity Fund

Meal costs to be paid by: Students and DPAC Activity Fund	Do all Chaperones have Federal, State Criminal, and Child Abuse Clearances completed and on file with the District? [Link to Approved DASD Volunteers]	Yes, or they will by the time we travel.
How many Chaperones will be on the trip? 9	Please List the First and Last Name of every Chaperone:	Bethany Yuninger Stephanie Newcomer Alex Newcomer Summer White Amy Markle Lillie Markle Samantha Veet Tara Benjamin Berkley White *Possibly more TBD - will report ASAP

Student, faculty, and chaperone rosters with faculty and chaperone cell #'s must be provided to the driver on the trip date.

***Please complete, sign, and submit your Field Trip Request Form to your building administrator.
Only forms submitted within the proper time frames will be considered for approval.***

Approving Building Administrator: _____ Date: _____

Approving Reliance Transportation: _____ Date: _____