

✓ DASH Field Trip Request Form

Board Approval

Date:

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 DASH 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:	Kevin Hufnagl	Requestor Phone Number:	717-368-3557
Building:	High School	Grade(s) (List all that apply):	9-12
Class(es) (List all that apply):	Video Production Club and all Video Classes	Number of Students:	20-30
Number of Chaperones:	2-3	Transportation Needed:	TBD
		*Approved Certificate of Insurance must be provided for Motorcoach Bus transportation.	
Destination Name:	Long Beach Convention Center	Destination Street Address	300 E Ocean Blvd.,
		City, State, Zip	Long Beach, CA 90802
Date of Departure:	3/16/27	Time of Departure:	TBD
Departure Location:	Dallastown Area High School/BWI	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): TBD			
Location of pick up for return? DAHS		Time to pick up for return? TBD	
Location of drop-off upon return? BWI		Time of return? TBD	
Transportation Provider Point of Contact:		Transportation Provider Cell Phone Number:	
TBD		TBD	
Driver:		Driver Cell Phone Number:	
Major objective of the trip:		Attend the Student Television Network Convention	
How is the objective co-related to classroom experiences?		Participants will have the opportunity to interact with and learn from some of the nation's top broadcast journalists and enter on-site production contests that challenge creativity, technical skill, and ability to follow directions.	
What follow-up have you planned for after the trip? Reflection on the visit will take place at a VPC meeting.			

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 (non-Reliance) 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:	Long Beach, California (2026 STN Convention)
Trip Description:	The STN Convention is a gathering of more than 3,500 students and 300 teachers from across the country to compete and share stories via video production.		
Goals of the Trip:	Participants will have the opportunity to interact with and learn from some of the nation's top broadcast journalists. Attendees will enter on-site production contests that challenge creativity, technical skill, and ability to follow directions.		
Date of Departure:	3/16/27	Date of Return:	3/21/27
Number of days students will be absent from school?	4	Who will pay the costs?	Students will pay all expenses. Total cost is approximately \$1,500 per student.
Transportation costs to be paid by:	Students	Hotel costs to be paid by:	Students
Meal costs to be paid by:	Students	Do all Chaperones have Federal, State Criminal, and Child Abuse Clearances completed and on file with the District? [Link to Approved DASD Volunteers]	Yes
How many Chaperones will be on the trip?	2-3	Please List the First and Last Name of every Chaperone:	Kevin Hufnagl Christy Bogart Stephen Richards

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

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Approving Building Administrator: _____ Date: _____

Approving Reliance Transportation: _____ Date: _____