



Megan Lynch <megan.lynch@weymouthps.org>

Request #8 (1) for your review

1 message

Form Approvals <malissa.northup@weymouthps.org>
To: megan.lynch@weymouthps.org

Mon, Oct 16, 2023 at 9:36 AM

REQUEST #8/1 | RECIPIENTS: 4 of 5 | OCT 13, 2023

WEYMOUTH PUBLIC SCHOOLS FIELD TRIP FORM

You have been requested to review the following:

Name of Trip Coordinator (Last name, First name)::	Wilbers, Katherine
Grade Level::	9th Grade, 10th Grade, 11th Grade, 12th Grade
Discipline::	This field trip request is for a club or organization.
Destination::	Princeton University Model UN Conference
City/Town and State::	East Brunswick, New Jersey
Name of Sponsoring Individual, Company or Organization	WHS MUN attending PMUNC
Hosting/Conducting this trip. (Put N/A if not applicable)::	
Date of Request::	Oct 13, 2023
Departure Day::	Thursday
Departure Date::	Nov 16, 2023
Departure Time::	7:30 AM
Transportation::	First Student Bus
Return Day::	Sunday

Return Date::	Nov 19, 2023
Return Time::	6:30 PM
Number of Students::	10-15
Chaperone 1 Name::	Katherine Wilbers
Chaperone 2 Name::	Mary Lou Buell
Will substitute be needed?:	Yes
How will substitute be paid?:	School Budget
LIST OF STUDENTS ATTENDING WITH NURSE'S APPROVAL::	File Upload 1
Has your roster been approved by the nurse? If not, please have it checked by the nurse and upload it before submitting this form.:	Approved
Number of Buses Needed::	1
Total Cost of Buses::	\$1600 each way
Admission/Fee per Student::	\$110 registration fee
Total Amount Each Student Must Pay::	\$550-\$700 See more info (https://docs.google.com/document/d/1o2S8yH3WRgbMdMhtRk9ke7YB1ww_0fWmqY8Q-3QKGVQ/edit?usp=sharing) Amount varies based on food plan. 2 students have received scholarships from Princeton.
Is there a source of funding to support this trip other than student contributions?:	Yes
If answer to previous question is yes, please explain.:	2 students are receiving scholarships plus see additional details here: https://docs.google.com/document/d/1o2S8yH3WRgbMdMhtRk9ke7YB1ww_0fWmqY8Q-3QKGVQ/edit?usp=sharing
Description and any Additional Information::	File Upload 1
Select your Department Head or Associate Principal for Clubs and Organizations::	malissa.northup@weymouthps.org
Email Address:	katherine.wilbers@weymouthps.org
Course/Club::	Model United Nations Club

CORI on file with office?: Yes

CORI on file with office?: Yes

Approval history

In progress

Recommended by andrea.mackin@weymouthps.org

Approved by malissa.northup@weymouthps.org

Approved by malissa.northup@weymouthps.org

Approve

Decline

Comment

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is malissa.northup@weymouthps.org

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The base cost of the trip is \$550 PLUS (read on for additional costs)

- the shared costs (described below)
- any additional meal plans (described below) you opt into
- any late fees you incur (a late fee of \$10 for each payment deadline not met) example: the first payment deadline is Thursday, October 13th for the \$100 registration fee. Please bring a check made out to Weymouth Public Schools. If you pay that late, then you will owe \$110.

Please note: if you have more than 2 people for a room, your price will go down.

BASE COST:

The base cost of \$550 is broken down as such:

- \$100 for delegate registration fee (due by October 13th)
- \$150 for base cost of food (this covers Package 1 described below under meal plans)
- \$300 for hotel for 2 to a room with 1 bed per person for 3 nights

MEAL PLANS: The meal plans are as follows (see below). Please note that the \$150 is covered by the base cost of food so you will have to pay an additional fee if you level up. For example, Package 2 would bring your base cost up to \$575 whereas Package 4 would bring your base cost up to \$635.

- Package 1 covered by base cost will give you Grab & Go meals of 2 lunches and 3 dinners, meaning that you must bring something to eat in the morning.
- Package 2 this is \$25 additional to the base cost above and will give you 2 lunches and 3 dinners, meaning that you must bring something to eat in the morning.
- Package 3 :this is \$45 more than the base cost above and will be 1 breakfast, 2 lunches and 3 dinners, meaning that you must bring something to eat in the morning except for 1 day where you would have a prepared breakfast.
- Package 4: this is \$85 more than the base cost and gives you 3 breakfasts, 2 lunches, and 3 dinners. All meals are covered here.

SHARED COSTS:

This price will change depending on how many students come on the trip. For example if 15 come on the trip, then the shared cost that each student pays is \$150. Example: This means that a student who has Package 1 meal plan and their own bed will pay \$550 plus \$150 if 15 students go on the trip. That would be \$700.

Here is the breakdown of shared costs. REMEMBER that we must divide it by the number of students going in order to get our total. Note that each student would not pay the amount below.

- School fee \$60
- Hotel for Advisors \$300
- UN tour \$300 per group
- Bus \$1600 (this covers one way, but Ms. W is covering the other way)

FUNDRAISING:

Finally, we are hoping to do some letter writing to bring costs down and approaching the Rotary Club. This would be a great way to see if we can help reduce costs. Hopefully, we may reduce the transportation costs in this way.

