

F-6

REVISED 3/20/15

TOWNSHIP OF UNION BOARD OF EDUCATION
FIELD TRIP APPROVAL REQUEST
APPLICATION DATE: 4/30/19

Pursuant to N.J.A.C. 6A:23A-5.8 Field Trips must be preapproved by the Board and not solely for entertainment purposes.
ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN THE FIRST OF THE MONTH IN ORDER TO BE INCLUDED IN THE AGENDA FOR THE NEXT BOARD MEETING.
Failure to complete this form in its entirety will result in denial.

SCHOOL UNION HS GRADE 9-12
TEACHER(S) COL ALVARADO / FIRST SERGEANT SCHEMEL
DATE OF TRIP 5/3/19
DESTINATION CROSSROADS CHRISTIAN FELLOWSHIP CHURCH AND HOLLYWOODS CEMETERY
ADDRESS / CITY 2015 MORRIS AVE UNION ; 1621 SPRINGBROOK AVE UNION NJ
(Please attach directions)
PURPOSE OF TRIP CADET ANTHONY STEITZ FUNERAL
(Must be of educational value to the children)

Pick-up Time (No earlier than 9:10 AM) 8:30 AM Specific Location UNHS-A101

Return Time (Must be back at school by 1:40 PM) 1:30 PM Specific Location UNHS-A101

Total Number of Passengers _____ (Bus Capacity is 54, Van Capacity is 16)

TRANSPORTATION BUDGET AC#/FUNDING SOURCE: _____
(i.e. xx-xxx-xxx-512-xx-xx-xxxx)
TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

<input type="checkbox"/> I am requesting in house transportation		<input type="checkbox"/> I am requesting contractor transportation	
1. In house Bus cost	=	1. Contractor Bus cost	=
2. Entrance Fee	=	2. Entrance Fee	=
3. Total Trip Cost: Add 1 + 2	=	3. Total Trip Cost: Add 1 + 2	=
4. District Cost Bus	=	4. District Cost Bus	=
5. Student Cost Bus	=	5. Student Cost Bus	=
6. District Cost Fees	=	6. District Cost Fees	=
7. Student Cost Fees	=	7. Student Cost Fees	=
Line 3 should equal the total of lines 4+5+6+7		Line 3 should equal the total of lines 4+5+6+7	

Supervisor's Approval _____ Date 4/30/19
Principal's Approval Anthony Bassano Date 4/30/19

** Please compute in-house transport costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4:00 pm and on weekends X the number of vehicles needed. Minimum 2 hours. Additional half hour will be added on for travel time to and from the school.

	Approved	Disapproved	Reason	Date
BOE				
Sch Business Admin				
Transportation				



**DEPARTMENT OF THE ARMY
ARMY JUNIOR RESERVE OFFICER TRAINING CORPS
FIGHTING FARMERS BATTALION
UNION HIGH SCHOOL
2350 NORTH 3RD STREET
UNION, NEW JERSEY 07083**

April 30, 2019

Ms. Linda Ionta
Union High School
2350 North 3rd Street
Union, New Jersey 07083

Dear Ms. Ionta,

Below is the bus timeline for the funeral services for Cadet Anthony Steitz on Friday, May 3, 2019:

9:00 AM - Departure from Union HS to Crossroads Christian Fellowship Church
10:00 AM - Church Services
11:00 AM - Departure from Church to Hollywood Memorial Cemetery
11:45 AM - Interment
12:30 PM - Departure from Cemetery to Union HS
1:00 PM - Arrival Union HS

All cadets wishing to attend the events on Friday will report to the HS at the normal time. Parents are required to complete a permission slip for their respective student. We will provide a roster of attendees to the attendance office.

Respectfully,

A handwritten signature in black ink, appearing to read "Walter L. Alvarado".

Walter L. Alvarado
Colonel, United States Army (Retired)
Senior Army Instructor