

MEMO

TO Heath Quiles *VG*
FROM *JB* Jeff Brown/Veronica Gaboury
RE Key Club Leadership Training Conference
DATE 2/25/20

Below is Key Club's 17 point request to participate in an Extended Field Trip for Students.

- 1) The educational purpose of this field trip is to provide a leadership training experience to self-selected Key Club members and officers through their attendance at the annual, state-wide, Kiwanis-led Leadership Training Conference (LTC) held at the Desmond Hotel in Albany, NY March 27-29.
- 2) This field trip will begin on Friday, March 27 at 5 :30pm and end on Sunday, March 29 at 1 :00pm
- 3) Students will be supervised at all times while at the Desmond Hotel by Veronica Gaboury.
- 4) Six students will attend LTC
- 5) Key Club is the group providing this experience. Participating students are all sophomores and either members or officers of APHS Key Club.
- 6) The \$300 registration fee is shared equally among the family, Key Club, and Sand Lake Kiwanis Club.
- 7) Veronica Gaboury is the chaperone.
- 8) No travel agency is involved. Families drop off and pick up their child at the Desmond Hotel.
- 9) The chaperone to student ratio for this trip is 1 :6
- 10) There is no provision for liability coverage for students or the chaperone.
- 11) Students will sign a medical release form where they indicate their family's insurance provider.
- 12) Key Club will pay 1/3 of the total registration cost.
- 13) Kiwanis of Sand Lake has generously offered to provide scholarship assistance if an APHS Key Club member's family is unable to pay 1/3 of the registration fee (\$100)
- 14) There is no fund disbursement plan in place in the event of trip cancellation. If a student cannot attend, she may substitute her seat to another interested student of the same gender.
- 15) There is no anticipated use of school equipment or facilities for this trip
- 16) There is no cost to APCSD for this trip.
- 17) APHS Key Club understands that world conditions may require APCSD to cancel this trip