



# CHARTIERS VALLEY SCHOOL DISTRICT

## TEAM TRAVEL REQUEST FORM

- Request must be received by the Business Office as much in advance as possible prior to travel.
- Team Travel is defined as a group of students and school professionals traveling on behalf of the District.

1 Name of Team:	Thespians Society Troupe #2402	2 Budget No:	89-3244-580-000-39-000-544-000-8535
3 Date(s) of Travel:	January 2 - 4, 2025		
4 Total # of Travelers:	TBD - specific number will not be determined till Fall 2024, approx 25 - 40 students, 1 sponsor, and 2 chaperones		
5 List of Schl Professionals Traveling:	Kim Giffin		
6 List of Team Members Traveling:	TBD - specific list will not be determined till Fall 2024, approx 25 - 40 students, 1 sponsor, and 2 chaperone		
6 List Cont'd:			
7 Purpose:	PA State Thespians Conference -Opportunities incl. but not limited to: perform & receive feedback from theatre professionals; analyze & critique performances by schools in the state; college scholarships & enrollment auditions; workshops teaching variety of skills & concepts in technical & performance theatre; induct 3 members into International Thespians Hall of Fame; adjudication of individual events and one act performance		
8	<b>Please attach a copy of any documentation that supports the reason for travel to this request.</b>		

					Estimated Expenses	PO#	Amounts Prepaid by the District
9 Registration Fee .....					\$ -	0	\$ -
10 No. of Days Substitute Required:	1	x	\$ 160.00	/per Day	\$ 160.00		
11 Total No. of Nights and Rooms:		x		/per Day	\$ -		
12 No. of Breakfasts		X	12.00	/per Day	\$ -		
13 No. of Lunches		X	18.00	/per Day	\$ -		
14 No. of Dinners		X	25.00	/per Day	\$ -		
15 Transportation	No. of Miles:	x	0.670	/per Mile	\$ -		
16 Other Expenses-Describe purchase:							
17 Total Estimated Expenses .....					\$ 160.00		\$ -
18 Cash Advance Amount Requested.....							

19 Requester's Signature:	Date: May 20, 2024
20 Principal/Athletic Dir:	Date: 5/22/24

### ADMINISTRATION ROUTING

Superintendent:	Date: 5-28-24
Director of Finance: _____	Date: _____

### BOARD OF EDUCATION AUTHORIZATION

Approved by the Board of Education on: \_\_\_\_\_ Date: \_\_\_\_\_

# CHARTIERS VALLEY

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## SCHOOL DISTRICT

 | *Inspiring excellence.*

May 20, 2024

To Whom It May Concern:

I am submitting a Team Travel Request form for the 2024-2025 Annual Pennsylvania State Thespian Conference from January 2 - 4, 2025 at West Chester University. I am submitting for this now so that a deposit can be made for the Charter Bus to secure its availability to us and make other necessary travel arrangements in a timely manner, especially since we will need to ensure we can transport an entire cast, crew, and set materials for a show, as well as secure hotel accommodations. All expenses are paid by the Thespian Society & Thespian Society members.

While at the conference, students will perform a one act show and receive feedback as well as participate in Thespy adjudication and improv competitions as they have in past Thespian conferences. They will also have the opportunity to audition for college scholarships and enrollment, analyze and critique student performances from other high schools in the state, and attend various workshops for performing and technical theatre arts.

Since I am submitting the form this far in advance though, the fields for Number of Team Members traveling and the Names of the Team Members Traveling will be left as TBD (To Be Determined). This information will not be known until September/October 2024 when letters of intent are due.

Thank you for your understanding of the matter and consideration of approval despite not knowing the specific team members traveling yet. An updated list of team members can be submitted once finalized in the fall.

  
Kimberly Giffin

# PA THESPIANS

[HOME](#)
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[GOVERNANCE ITEMS](#)
[PA THESFEST/CONFERENCE RECAPS](#)


## 2024-25 PA THESFEST WEST CHESTER UNIVERSITY THURSDAY-SATURDAY, JANUARY 2ND-4TH, 2025

GENERAL INFO	DIRECTOR SPECIFIC INFO	STUDENT SPECIFIC INFO	UNIVERSITIES, COLLEGES & BUSINESSES
<a href="#">Rates &amp; Fees</a>	<a href="#">Main Stage Info</a>	...	<a href="#">Sponsorship</a>
<a href="#">W-9</a>	<a href="#">One Act Info</a>	...	...
<a href="#">Invited Shows</a>	...	...	...
<a href="#">Tentative schedule below</a>	...	...	...
<a href="#">Participation eligibility below</a>	...	...	...
<a href="#">Tentative due dates below</a>	...	...	...

*Full ThesFest information will be posted on this website in mid to late August.*

*Tentative Schedule -*

ThesFest is a 3 day event.

Thursday, 1/2/25 - 12:30pm (after lunch) - Registration, Main Stage, Workshops, Dinner, Sr Tech Scholarships, Main Stage

Friday, 1/3/25 - 9am-10:30pm - One Acts, Improv Challenge, Tech Challenge, Sr Scholarships, Lunch, Jr College Showcase, Main Stage, Workshops, College Exhibits, Dinner, Main Stage

Saturday, 1/4/25 - 9am-5:30pm - Improv finals, Thespy Showcase, One Acts, Hat & Makeup Challenge, Scenic Design Challenge, College Exhibits, Main Stage, Closing Ceremonies

*Schools invited to perform Main Stage shows* - Columbia, Dallastown, Kennard Dale, PALCS Center for Performing and Fine Arts & Penn Manor

*Schools invited to perform One Act shows* - Central Bucks West, Chartiers Valley, Dubois, Neshaminy, Pete Township, Springfield Township HS, Springfield Township MS, Twin Valley, Upper Dublin & Wyoming

*Participation Eligibility* - Students must be inducted thespians to participate in Thespys, *but they do not need to attend ThesFest.*

Students must be inducted thespians and attend ThesFest to participate in:

- Sr. Scholarship
- Jr. College Showcase
- Improv Pairs

*Please Note* - PA Thespians will not have a nurse in attendance at ThesFest. Health concerns are the responsibility of each individual troupe director and the chaperones for that troupe.

*Rates and Fees**Tentative Due Dates....*

Workshop Leader applications - Oct 1st

Troupe ThesFest Registration - Nov 1st

Thespy Info applications - Nov 1st

Royalty Affidavit - Nov 9th

STO applications - Nov 9th

Sr Scholarship applications - Nov 9th

Jr College showcase applications - Nov 9th

Administrator Award applications - Nov 9th

Honor Troupe applications - Nov 9th

All ThesFest registration fees - Dec 9th

Thespy video submissions - Dec 31st

**CONTACT THE CHAPTER DIRECTOR**