

To: Administration and School Board Members
From: Mrs. Traci Kelly
Date: July 1, 2024
Re: Spring Showband Trip

I would like to submit a motion to the July 2024 school board agenda, to approve the request of Traci Kelly, HS Showband teacher, to participate in a proposed trip to Indianapolis, IN from May 23-25, 2025

I am requesting permission for Riley Maghery, Jake Locke, Marena Grondziowski, Kayla Losekamp and myself to be granted educational leaves to chaperone the students on this trip.

We would leave on Friday, May 23, 2025 and return on Sunday, May, May 25, 2025. Students and chaps will pay for their individual trip and will be at no cost to the district. Students will be missing 1 day of school for this trip and performance.

I am submitting this proposal for the Showband's spring trip. The trip to Indianapolis is our 1st choice but requires acceptance from the Indianapolis 500 parade committee. Information has been submitted to the committee and we are eagerly waiting for confirmation. Students will be marching in the pre-race parade on Saturday, May 24, 2025. If acceptance to the Indianapolis 500 parade does not occur, we will march in the parade at Kings Island (day TBD)

Thank you very much for your consideration of this matter.

Traci Kelly



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: HS Showband	2 Budget No:
3 Date(s) of Travel: May 23-25, 2025	
4 Total # of Travelers: 100ish Showband = exact number and updated roster wil be submitted once students commit to the trip plus 7 st	
5 List of Schl Professionals Traveling: Traci Kelly, Riley Maghery, Jake Locke, Kayla Losekamp and Marena Grondziowski	
6 List of Team Members Traveling: Roster will be submitted once students commit to the trip	
6 List Cont'd:	
Spring Showband Trip - May 23-25, 2025	
7 Purpose:	

8 **Please attach a copy of any documentation that supports the reason for travel to this request.**

	Estimated Expenses	PO#	Amounts Prepaid by the District
9 Registration Fee	\$ -		\$ -
10 No. of Days Substitute Required: 1 x \$ 123.00 /per Day	\$ 123.00		
11 Total No. of Nights and Rooms: 0 x /per Day	\$ -		
12 No. of Breakfasts 0 X 12.00 /per Day	\$ -		
13 No. of Lunches 0 X 18.00 /per Day	\$ -		
14 No. of Dinners 0 X 25.00 /per Day	\$ -		
15 Transportation No. of Miles: 0 x 0.545 /per Mile	\$ -		
16 Other Expenses-Describe purchase: NA			
17 Total Estimated Expenses	\$ 123.00		\$ -
18 Each school professional will need 1 daysubstitute - May 23, 2025			
19 Requester's Signature: <i>Traci Kelly</i>	Date: 7/1/2024		
20 Principal/Athletic Dir <i>[Signature]</i>	Date: 7/1/24		

ADMINISTRATION ROUTING

Superintendent: _____	Date: _____
Director of Finance _____	Date: _____

BOARD OF EDUCATION AUTHORIZATION

Approved by the Board of Education on: _____ Date: _____



This page should be filled out with actual expenses after the event and returned to the Business Office within five (5) working days from the date of travel with attached itemized receipts.

1 Name of Team: HS Showband		Date: _____	
2 Date(s) of Travel: May 23-25, 2025			
3 Total # of Travelers: _____			
		Actual Expenses	PO#
			Amounts Prepaid by the District
4 Registration Fee			
5 No. of Days Substitute Required:	x	\$ 123.00 /per Day	\$ -
6 Total No. of Nights and Rooms:	x	/per Day	\$ -
7 Total Meals Expense	(cannot exceed daily limit total)		\$ -
8 Other Expenses-Describe purchase:			\$ -
9 Other Expenses-Describe purchase:			
10 Other Expenses-Describe purchase:			\$ -
11 Transportation No. of Miles:	x	0.545 /per Mile	\$ -
12 Total Expenses			\$ -
13 Less Advance Received (enter as a positive amount).....			
14 Total Amount to be Reimbursed (+) Returned (-)		\$ -	
15 Requester's Signature: _____		Date: _____	
16 Depart Head Signature: _____		Date: _____	

ACCOUNTING INFORMATION

Building Travel Acct No.: _____ 0

ADMINISTRATION ROUTING

Director of Finance _____ Date: _____

Chartiers Valley High School Showband
INDIANAPOLIS 500 PARADE / CINCINNATI
May 23-25, 2025

PROPOSED ITINERARY 1a

100 students, 7 chaperones, 7 staff = 114

6/26/24

Friday, May 23 *Lunch – \$20 meal stipend; Dinner – Velocity Sports*

5:30 am Buses stage at Chartiers Valley HS (3 buses)
6:00 am Buses depart Chartiers Valley HS to Cincinnati, OH
 Rest stops as required
12:00 pm Arrive at **Newport on the Levee**, Florence, KY
 Lunch on your own with a \$20 meal stipend
1:30 pm Admission to the **Newport Aquarium**
4:00-6:30 pm Dinner and Arcade games at **Velocity Sports**, Newport on the Levee
6:45 pm Bus transfer to the **Great Wolf Lodge**, Mason, OH
8:00 pm Great Wolf Lodge Check-in
8-10:00 pm Free time in the waterpark
11:00-6:00 Security on duty

Saturday, May 24 *Lunch – Boxed lunch delivery; Dinner – GWL or La Comedia*

7:00 am Breakfast at the hotel – Loose Moose Saloon voucher (*opens at 7:00*)
7:30 am Bus transfer to Indianapolis (*American Legion Mall, 700 N Pennsylvania St, Indianapolis 46204*)
10:00 am Arrive; check-in; parade preparation
 Boxed lunch delivered to the buses
12:00 Noon **PARADE BEGINS**
2:00-2:30 pm Meet the buses; reload instruments
3:00 pm Bus transfer to Great Wolf Lodge
5:30 pm Free time in the waterpark (*closes at 10 pm*)
7:00 pm Dinner buffet at Great Wolf Lodge
11:00-6:00 Security on duty

Sunday, May 25 *Lunch & Dinner – All-Day Dining at Kings Island*

7:00 - 8:30 am Breakfast at the hotel – Loose Moose Saloon voucher (*opens at 7:00*)
8:30 am Hotel check-out; load luggage on the buses
 Walk to **Kings Island** for admission
 Lunch & Dinner with All-Day Dining & Drinks wristbands
 - *Soft drinks available every 15 minutes; an entrée and side available every 90 minutes*
6:00 pm Buses depart from Kings Island to Chartiers Valley High School
11:30 pm Estimated arrival at Chartiers Valley High School

6/27/2024

ESTIMATED PRICING (per person):

Based on 114 total: 107 paying students and chaperones with 7 staff packages included (3 buses):

\$ 896 per student based on Quint occupancy

\$ 915 per student based on Quad occupancy

\$ 984 per student based on Triple occupancy

\$ 1,124 per adult based on Double occupancy

\$ 1,541 per adult based on Single occupancy

IMPORTANT NOTES:

1. The prices quoted in this proposal are based on 114 participants using three (3) 55-passenger buses from Campbell Bus Lines.
2. The pricing above includes seven (7) adult staff packages in double occupancy, based on 107 paying students and adults.
3. This trip cost estimate includes a Choice Music Tours Tour Conductor in Ohio.
4. The quoted per person trip costs are estimated and subject to availability, fuel surcharges, and final number of participants. Trip costs are not finalized until all contracts are signed and reservations are confirmed. All items are based on availability at the time the Trip Confirmation Agreement is accepted and the first deposit is received.

No reservations are currently held for the group.



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