



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: CVHS Band 2 Budget No: ⁸¹⁰ 10,1110. ~~810~~, 000, 30, 80, 121, 000, 4700

3 Date(s) of Travel: 02/22/24 - 02/24/24

4 Total # of Travelers: 4

5 List of Schl Professionals Traveling: Traci Kelly

6 List of Team Members Traveling:

6 List Cont'd:

7 Purpose: PMEA Sr. High Region 1 Band at Deer Lakes High School - Students will audition on Thursday and rehearse Thursday night, Friday and Saturday with a concert @ 2 on Saturday. Each district needs a PMEA member to chaperone so I will be attending. I'll get the students to the event on Thursday and they will stay in hotel. I'll commute each day

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

I'm requesting transportation Thursday evening & will fill out request.				Estimated Expenses	PO#	Amounts Prepaid by the District
9 Registration Fee\$225 p/student - \$675				\$ 675.00		\$ -
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:	x	0.545 /per Mile	\$ -		
16 Other Expenses-Describe purchase:						
17 Total Estimated Expenses				\$ 798.00		\$ -
18						

19 Requester's Signature: Traci Kelly Date: 1/25/2024

20 Principal/Athletic Dir Pat [Signature] Date: 2/1/24

ADMINISTRATION ROUTING

Superintendent: _____ Date: _____

Director of Finance _____ Date: _____

BOARD OF EDUCATION AUTHORIZATION

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

DEER LAKES HIGH SCHOOL

163 EAST UNION ROAD

CHESWICK, PA 15024



January 15th, 2024

Congratulations on having a student or students selected to participate in the 2024 PMEA Region 1 Band Festival. I am excited to announce that this year's festival will be held at Deer Lakes High School beginning on Thursday, February 22nd and will conclude with a performance on Saturday, February 24th. Please see the included schedule for more details on times and locations.

I am very pleased to announce that our guest conductor for the festival is Dr. Patricia Cornett. Dr. Cornett is currently the Director of Bands at Temple University where she conducts the Wind Symphony, teaches undergraduate and graduate conducting as well as courses in wind literature. Dr. Cornett is no stranger to PMEA as she was the Guest Conductor for the 2023 PMEA All-State Wind Ensemble. I look forward to watching her work with the students of this ensemble and have no doubt that they will enjoy working with her as well.

The invoice for the Region Band Festival has been included with this letter. Please note that there are two separate invoices marked for commuters and non-commuters. We have reserved a block of rooms at the Spring Hill Suites at the Pittsburgh Mills for any students and directors that do not wish to commute each day to the festival. Please respond to the Google Form regarding hotel accommodations by Friday, February 1st to secure housing for your students.

There will be several emails following up this welcome letter, so please look for more information as we continue to approach the festival. If you have any questions, please feel free to reach out. On behalf of the Deer Lakes School District and the Deer Lakes Band Programs, I welcome you to our school!

Sincerely,

Christopher R. Snyder

Director of Bands

Deer Lakes School District

724-265-5320 x 2707

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