

Field Trip Proposal/Action Plan

Introduction

Liberty School has taken a field trip aboard the Voyager ships for several years. It has always been understood by the principal that the Liberty PTO would cover half the cost of the trip. However, this year our principal was out on medical leave and the communication regarding funds for this trip were quite lax. The end result was late payment of our invoice due to the fact that the PTO was unaware that they were to help with funds.

I decided that my proposal or action plan would be a letter to the PTO formally requesting funds for this trip. It seems to be the courteous thing to do albeit long overdue. This document is one that will definitely be used in the future and not solely composed for the purpose of completing this workshop.

Fall 2005

Dear Liberty PTO,

Each year the fifth grade students at Liberty take a field trip aboard the Pittsburgh Voyager. This day long trip helps to supplement the curriculum by enhancing the students' knowledge of worldwide environmental issues with a strong emphasis on the health of our own three rivers. While on board the Pittsburgh Voyager Ships, the students become researchers and conduct various experiments to determine the health of the rivers around us. The children collect and record data. Upon completing the voyage, the students review the data and determine the state of our rivers. All of the information that our students collect is entered in the database of the Pittsburgh Voyager and can be accessed from school.

I have been accompanying our fifth graders on this trip for the past five years. The students are actively engaged throughout the entire time on board the ship. The Voyager crew/teachers are extremely knowledgeable and have the ability to engage every student in the learning process. I have greatly appreciated the opportunity to use the Voyager as an extension of my own classroom.

The Voyager charge for this field trip is \$825 per fifth grade class. Our cost this year is \$2,475 plus the cost of the buses. In the past, the school has covered the expense of the buses and half of the cost of the on board program. The PTO has covered the remainder of the program cost which is \$1,237.50.

For many of our students, this is a once in a lifetime opportunity. I am asking the PTO if they will again support this educational endeavor. Thank you very much for your consideration of this request.

Sincerely,

Tracy H. Theobald
Intermediate Science Specialist