

BUDGETED 09-10



Erie County
Technical
School

Erie County Technical School
Request for Travel Authorization

Date of Request: 11/4/09
Requestor Name: Joe Salorino Position: Graphics Instructor
Destination: Philadelphia Pa Over 400 miles (Yes or No) YES
Purpose of Trip: ATTEND INDUSTRY EXPO (ON-DEMAND)
Date(s) of Trip: APRIL 19-21, 2010
Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ Approx. \$800.00
Signature: [Signature] Date: 11/4/09

Routing:

1. Supervisor's Approval

Signature: Joseph Tarasowicz Date: 11/11/09

2. Director's Approval

Signature: [Signature] Date: 1/12/10

3. Board Approval (travel over 400 miles):

Signature: _____ Date: _____

Copies: Original to requestor, copy to Supervisor, copy to Business Office

Required by Board Policies 331, 431, 531 – Authorization to Travel

ISO Form #: 2300.05.00	Revision Date: April 17, 2009
This is a controlled form. Check the forms index for the most recent and correct version.	



Field Trip Approval Form

Teacher/Advisor: Elaine Shaffer Date of Request: 1/12/2010

Lab/Class: ELC/DDE/NWT/CUA

Destination: Harrisburg for CTE Week Exhibit in the Capitol Rotunda

Date(s) of Trip: Feb 8-9-10, 2010 Time(s): 3 days

What form of transportation will be used: SUV - personal car

List of chaperones (where applicable):
Elaine Shaffer

Students: Melanie Damore (ADS-McDowell) Chris Harned (DDE-NW) Eric Vogel (NWT-HC)
+ Brittany Ferguson (CUA-Seneca)

Educational Rationale:
Students will develop professional skills by conversing with
legislators and the public as they serve as ambassadors of ECTS

Number of students participating: 4 students

Cost to students: No cost to students

Cost to ECTS: \$1,250 (\$785 reimbursible) (Attach an itemized description if necessary.)
by PDE

Where applicable please attach itinerary. - attached

(this is an annual event -
last year's statement is attached)

Principal's Signature: Joseph Tarasontie

Date: 1/12/10

Applicant's Signature: Elaine Shaffer

Date: 1/12/2010

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Approval Form

Teacher/Advisor: Marica Sargent Date of Request: 1/7/10

Lab/Class: Drafting & Design

Destination: Cedar Point Math & Science Week

Date(s) of Trip: May 17-21, 2010 (date TBA) Time(s): 7:00 am – 9:00 pm

What form of transportation will be used: Charter bus

List of chaperones (where applicable): Closer to the date I will choose 3-5 of the following
chaperones to attend with me: Shirley Braddock, Elaine Shaffer, Patty Palo, Jerry Sargent,
other ECTS Faculty

Educational Rationale: Math & Science Week at Cedar Point

Number of students participating: Approx 65 Students

Cost to students: \$50

Cost to ECTS: \$300 for bus (Attach an itemized description if necessary.)

Where applicable please attach itinerary.

Principal's Signature: _____ Date: _____

Applicant's Signature: Marica Sargent Date: 1/7/10

Board Approval Date: Joseph Tamasovitch

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Approval Form

Teacher/Advisor: Grossman / oakes Date of Request: 1/6/10

Lab/Class: Culinary arts

Destination: Max + Emma's

Date(s) of Trip: 4/26/10 Time(s): 12 - 2³⁰ pm.

What form of transportation will be used: bus

List of chaperones (where applicable):

Instructors and teacher's aide

Educational Rationale:

four kitchens

Number of students participating: 30

Cost to students: \$5 per student

Cost to ECTS: bus rental + \$250 (Attach an itemized description if necessary.)

Where applicable please attach itinerary.

Principal's Signature: Joseph Tarasovitch Date: 1/10/10

Applicant's Signature: [Signature] Date: 1/10/10

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Approval Form

Teacher/Advisor: Grossman / oakes Date of Request: 1/6/10

Lab/Class: Culinary Arts

Destination: Old Country Buffet

Date(s) of Trip: 4/26/10 Time(s): 8-10³ am

What form of transportation will be used: bus

List of chaperones (where applicable):

Instructors and teacher's aide

Educational Rationale:

Tour kitchens

Number of students participating: 46

Cost to students: \$ 4⁰⁰ per student

Cost to ECTS: bus rental + 3^{\$} per student (Attach an itemized description if necessary.)

Where applicable please attach itinerary.

Principal's Signature: Joseph Tarasovitch Date: 1/6/10

Applicant's Signature: Jackie Date: 1/10/10

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Approval Form

Teacher/Advisor: Robert N. Craft Date of Request: 1/15/2010

Lab/Class: Hospitality

Destination: Penn State

Date(s) of Trip: 3/10 - 3-14 Time(s): 6:00 AM - 6:00 PM

What form of transportation will be used: Rented Van

List of chaperones (where applicable):

None

Educational Rationale:

The mission of the competition is to recognize and honor outstanding LMP students

Number of students participating: (4) Four

Cost to students: Sprinkling Money + One meal

Cost to ECTS: \$1750.00 (Attach an itemized description if necessary.)

Where applicable please attach itinerary.

Principal's Signature: Joseph Tarasovitch

Date: 1/15/10

Applicant's Signature: [Signature]

Date: _____

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Approval Form

Teacher/Advisor: Lucarotti Date of Request: 1/21/10

Lab/Class: Cosmo

Destination: ~ salon visits locally ~

Date(s) of Trip: Mon Mar 8 Time(s): 9:00 - 2:00

What form of transportation will be used: Bus

List of chaperones (where applicable):

1 other poss: L. Sorensen or
or H. Humes. Zimmermann

Educational Rationale:

Allow students to see several
types of employment opportunities (light at end of
tunnel)

Number of students participating: 48

Cost to students: -0-

Cost to ECTS: bus (Attach an itemized description if necessary.)

Where applicable please attach itinerary.

Principal's Signature: Joseph Tarasovitch Date: 1/21/10

Applicant's Signature: Andrea Lucarotti Date: 1/21/10

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Approval Form

Teacher/Advisor: Rob Super Date of Request: 1/27/10
Lab/Class: Tool & Die
Destination: Horse Power Ind.
Date(s) of Trip: 2/19/10 Time(s): 8:15 to 10:40 / 12:10 to 2:40
What form of transportation will be used: School Bus (short) or Van
List of chaperones (where applicable): N/A

Educational Rationale:

to visit a real manufacturing facility

Number of students participating: 11/14

Cost to students: None

Cost to ECTS: Just Trans. \$ 200.00 (Attach an itemized description if necessary.)

Where applicable please attach itinerary.

Principal's Signature: Joseph Tarasovitch Date: 1/27/10

Applicant's Signature: Robert Super Date: 1/27/10

Board Approval Date: _____

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231



Field Trip Approval Form

Teacher/Advisor: Lesla Scalise Date of Request: 1-25-10

Lab/Class: Transition Center

Destination: Courtyard by Marriott, 7792 Peach St.

Date(s) of Trip: Feb. 23, 2010 Time(s): 8:30-10:30 / 12:30-2:30

What form of transportation will be used: Bus (the same bus transporting students in the Hospitality program)

List of chaperones (where applicable):
Lesla Scalise, Amy Nichilo, Jessica Litz

Educational Rationale:

Hotel Housekeeping is a major Component of the Transition Center

Curriculum. Students will see first hand the day-to-day operations of a hotel - specifically in the housekeeping dept. Students will also learn about the cafe; contributing to the food service component of the TREC. Curric.

Number of students participating: AM - 17 / PM - 11

Cost to students:

Cost to ECTS: (Attach an itemized description if necessary.)

Where applicable please attach itinerary.

Principal's Signature: Joseph Taranowich Date: 1/27/10

Applicant's Signature: Lesla D. Scalise Date: 1/27/10

Board Approval Date:

All Erie County Technical School Field Trips Must Adhere to Operating Committee Policy #231

ISO Form #: 2700.03.01	Creation Date: December 26, 2001
This is a controlled document. Hard copies of this form are considered uncontrolled.	

Fundraiser/Community Service Approval Form

Teacher/Advisor: JOE SALORINO

Date of Request: 1/14/10

Lab/Class: GRAPHICS

Please check: Fundraiser ☐ Community Service Project ☒

Event Description:

GRAPHICS LAB TO COLLECT DONATIONS FOR HAITIAN EARTHQUAKE RELIEF -

Date(s) of Activity: ASAP

Goal of Activity RAISE MONEY FOR EARTHQUAKE VICTIMS

Faculty Advisors:

JOE SALORINO

Educational Rationale:

to promote Philanthropy

Number of students participating: OPEN TO ALL

Requirement of Students:

NONE

Cost to ECTS: \$ (Attach an itemized description if necessary.)

Principal's Signature: Joseph Tarasowitch Date: 1/14/10

Applicant's Signature: Joe Date: 1/14/10

Board Approval/Director Approval Date: _____
