



Field Trip Board Approval Form

Instructor: Elaine Shaffer Date of Request: 1/8/13

Program: School Ambassadors Session: AM ☐ PM ☐ Both ☒

Date(s) of Trip: February 11-12-13, 2013 Time(s): 3 days

Number of students participating: 4

Destination: Harrisburg, Pa - Capitol Bldg Complex

Address: Crowne Plaza, 2nd + Chestnut Streets, Harrisburg Pa
17102

Mode of transportation: rental car

List of chaperones (where applicable):
Elaine Shaffer

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

Cost to students: NONE (Attach an itemized description if necessary)

Cost to Program: \$1,300.00 (last expense for attached)

Where applicable please attach itinerary. (attached)

Principal's Signature: Joseph Tarasoutel Date: 1/11/13

Applicant's Signature: Elaine Shaffer Date: Jan. 8, 2013

Board Approval Date: _____

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

ISO Form #: 2700.03.01

Revision Date: March 3, 2011

This is a controlled document. Hard copies of this form must conform with Forms Index date.

DATE	SITE	PURPOSE	EXPENSE	
2/7/1011	The Deli Restaurant	Lunch for Five/State College	\$107.77	
2/7/2011	Parking State College	Park at the Deli Restaurant	\$2.00	
2/7/2011	Ceoltas	Dinner for Five/Harrisburg	\$80.66	
2/8/2011	Crowne Plaza	Breakfast for Five/Harrisburg	\$40.39	
2/8/2011	Aramark, Capitol Bldg.	Lunch/Harrisburg	\$30.28	
2/9/2011	Berkey Creamery	Lunch on the Road	\$13.73	
2/9/2011	Arby's Restaurant	Dinner on the Road	\$32.38	
2/7-8/2011	Crowne Plaza Harrisburg	Lodging for five (3 rooms)	\$659.34	
2/7&8/2011	Crowne Plaza	Parking	\$36.00	
2/7-9/2011	Mileage on Automobile	END: 140,739 BEG: 140,130 TOTAL: 609 miles @ .51	\$310.60	
TOTAL EXPENSE:			\$1,313.15	

Career & Technical Education Week
Two-Day Exhibit in the Capitol Building, Harrisburg, PA
February 11-12-13, 2013
Itinerary

Monday, February 11, 2013

- Travel Day – Leave from ECTS at 8:30 am, Lunch at “The Deli” in State College, PA
- Arrival in Harrisburg at approximately 4:00 pm. Drop off and set up the ECTS display in the Capitol Building – East Wing Rotunda.
- Check in and dinner – Crowne Plaza
2nd & Chestnut Streets
Harrisburg, PA 17102
Phone (717) 234-5021

Tuesday, February 12, 2013

- Breakfast at the Crowne Plaza
- 9:00 am – Participate in the exhibition at the Capitol Building and greet legislators
- 12:00 noon – Ribbon cutting ceremony in the East Wing Rotunda of the Capitol Building for Career and Technical Education month
- 12:45 pm – 2:30 pm – Exhibit of student displays
- 1:00 pm – Lunch and visit official CTE displays in the East Wing
- 3:45 – 4:45 pm – “Get Acquainted Student Reception” at the Hilton Hotel, Pennsylvania Room – 2nd Floor
- 5:00 pm – 7:00 pm – Student oriented dinner and presentations at the Harrisburg Hilton Hotel (2nd & Market Streets)
- 7:30 pm – 11:00 pm – Free time at the Crowne Plaza – enjoy the fitness room, pool or do make-up school work.

Wednesday, February 13, 2013

- 7:30 -9:30 am – Breakfast and Recognition Program at the Harrisburg Hilton
- 9:30 am – 1:00 pm – Exhibit
- 10:00 am – noon – Tour of the State Capitol Building
- 12:00 noon – Door Prize Drawing
- 2:00 pm – Take down exhibit and depart for Erie. Arrive back at ECTS at approximately 9:00 pm (for ride purposes, parents will be telephoned when we reach the Meadville exit on I-79)

Responsibilities of the students:

- Review the ECTS website (www.ects.org) to learn about its Programs. Students will be expected to discuss aspects of the school with professionals.
- Learn about our legislators by visiting the website www.legis.state.pa.us. Biographical information, as well as photos are available on this website. Students will have opportunities to meet and talk with most (maybe all) of these legislators:

Representative Florindo Fabrizio

Representative Patrick Harkins

Representative Curtis Sonney

Representative Ryan Bizzarro

Representative Greg Lucas

Senator Sean Wile

Senator Scott Hutchinson

It is also possible that students may meet Governor Tom Corbett.

- Design a professional display
- Set up and staff an exhibit in the Capitol Building
- Meet with guests and discuss aspects of their ECTS Program
- Tour the Capitol Building
- Meet students from other PA Career & Technical Schools
- Sign up for door prizes

Guidelines for dress:

- Shirts with a collar (polo, dress, etc.), no T-shirts, no jeans
- Formal suits, jackets or sports coats with dress slacks are appropriate. Dress should be conservative.
- Appearance is important at all formal breakfasts/dinners and while in the East Wing Rotunda of the Capitol Building
- Students will need two good sets of dress clothes for Tuesday and Wednesday

Students should bring:

- Recreational clothing for the hotel fitness center and pool
- Student portfolios and/or samples of ECTS work
- Snacks/drinks for the road
- A DVD or CD or two for the road
- Spending money for souvenirs (ECTS will pay food, transportation and lodging expenses)