

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00 .

SCHOOL: UHS

Date: 5-16-19

DEPARTMENT: CAST

Account: 2059 2028

VENDOR: NBC Studios

Amount: 1362.60

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Payment for
trip to NBC Studios.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Althea Bossard

NAME

Althea Bossard

SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator

Date

UHS STUDENT ACTIVITIES ACCOUNT

DATE: 5.16.19

I. This will authorize the Treasurer of the UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT

Pay \$ 1362.60 to the order of The Tour at NBC Studios

Charge to CLUB ACCOUNT: C. A. S.T. Acct. No. 2028

Purpose: NBC Studios tour on May 20, 2019

C. A. S.T.
Club Name Club Advisor Signature

II. Account Balance: _____ Verified By: _____
Date: _____ Comment: _____

III. Approved: *Arthur Bossard* Date: 5/16/19
Principal - Signature

IV. Date Paid: _____ Check #: _____ Acct. No. _____
Processed By: _____



Tara Sterling <tsterling@twpunionschools.org>

The Tour at NBC Studio: Reservation Confirmation Order #137437

1 message

Walker, Rachel (NBCUniversal) <rachel.walker@nbcuni.com>
To: Tara Sterling <tsterling@twpunionschools.org>

Fri, Mar 29, 2019 at 4:21 PM

THANK YOU FOR YOUR ORDER

Your order was successfully processed.

CONFIRMATION NUMBER

137437

ORDER DATE

03/25/19

ORDER SUMMARY

	Price	Quantity	Total
Call Center Adult Ticket Tour Date:05/20/19 9:20 AM	\$29.70	18	534.60
Call Center Child/Senior Ticket Tour Date:05/20/19 9:20 AM	\$26.10	1	26.10
Call Center Adult Ticket Tour Date:05/20/19 9:40 AM	\$29.70	13	386.10
Call Center Adult Ticket Tour Date:05/20/19 9:00 AM	\$29.70	14	415.80

Subtotal \$1,362.60**Tax** \$121.11**Order Total** \$1,483.71**PAYMENT INFORMATION BILLING**

Tara Sterling
2350 N 3rd St
Union, NJ 07083
973-229-6259
tsterling@twpunionschools.org

Questions? Email Customer Support

Please arrive 30 minutes prior to your tour start time.

Tickets will be available at The Tour ticket desk located in The Shop at NBC Studios.
30 Rockefeller Plaza, New York, NY 10112 (6th avenue between 49th and 50th street).

Payment Due Date: 5/6/19

For payment by credit card, contact: Customer Service 212-664-3700
Mail Payment to: The Tour at NBC Studios
Attn: Rachel Walker
30 Rockefeller Plaza, 1204W-3, New York, NY 10112

All reservations are final. There are no refunds or rescheduling allowed.

Tours leave at precisely the scheduled time and there are no exceptions for late additions. Please notify us before your tour date if any guest in your party will require assistance or use of a walker, wheelchair (wheelchair or walker not provided).

Children under six will not be admitted on the tour.

There are no firearms or sharp objects allowed.

Luggage and strollers are not permitted on the tour.

Food, beverages or video and photography are prohibited during the tour.

Restrooms will not be available during the tour.



THE TOUR

AT NBC STUDIOS

30 ROCKEFELLER PLAZA

Please provide us with the following information so that we can process your order. Please remember tours are every twenty minutes and there is a maximum of 14 people per tour. Tours run Monday-Thursday from 8:20am - 2:20pm, Friday-Saturday from 8:20am-5:00 pm, and Sunday from 8:20am-6:00pm.

Please complete this form and send to TheTourAtNBCStudios@nbcuni.com

Company information

Name Union High School
 Address 2350 N. 3rd Street
 City Union State NJ Zip 07083
 Phone number 908-851-6542

Company's person of contact

Name Tara Sterling Title Teacher
 Address 2350 N. 3rd Street
 City Union State NJ Zip 07083
 Phone number 973-229-6259 E-mail tsterling@twpunionschools.org

Booking Request

Tour date 5/20/19
 Requested times 10:00 am ~~10:00 am~~
 Number of adults 28 Students) 3 adults) *2 groups*
 Number of children(6-12)/seniors(55+) 1 senior *2 teachers each group.*
 Total number of guests 32 total



Rate Sheet

	Operating Hours	Adult Price	Child Price Ages 6-12	Senior Price Ages 55+
General Admission	Mon-Thurs 8:20-2:20 PM Fri-Sun 8:20-6:00 PM	\$35.93	\$31.58	\$31.58
Groups of 10 or More 10% Discount		\$32.34	\$28.41	\$28.41

*Hours extended on show hiatus weeks.
All rates are in US dollars and inclusive of a 8.875% New York State tax.

EXTRA INFORMATION

What to expect:

Guests will enjoy behind the scenes access to the studios of their favorite NBC programs, including The Tonight Show Starring Jimmy Fallon, Saturday Night Live, Late Night with Seth Meyers, Nightly News with Lester Holt, and more. In addition to exclusive access to the famed studios at 30 Rockefeller Plaza, guests will learn about the TV production process - from scriptwriting and producing to the innovative ways TV content is distributed to viewers. Guests will interact with the entire production process first hand as they produce and star in their own television segment that will be available for digital download following the tour.

Tour Size:

Each tour accommodates 14 guests. Capacity adjustments can be made depending on total group size and availability.

Tour Times:

Each tour is approximately 65 minutes long with tours departing every 20 minutes.

Booking:

Tours typically sell out weeks in advance and reservations are strongly encouraged. Individual tickets may be purchased online by visiting www.thetouratnbcstudios.com For group inquiries please reach us by phone at (212) 664-3700 or by emailing thetouratnbcstudios@nbcuni.com.

Location:

The Tour at NBC Studios is located at the 6th avenue entrance of the historic 30 Rockefeller Plaza in Midtown Manhattan.

Blackout Dates:

Group discounts are not offered Friday through Sunday and during select holiday periods.

Marketing Materials:

<http://bit.ly/2bgXnHO>



30 Rockefeller Plaza, New York, NY 10112 | t: (212) 664-3700 | e: thetouratnbcstudios@nbcuni.com

30 ROCKEFELLER PLA

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00 .

SCHOOL: UHS

Date: 5.16.19

DEPARTMENT: C.A.S.T. Account: 2028

VENDOR: Villani Bus Co. Amount: 1250.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Transportation
to NBC Studios on May 20, 2019

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Althea Bossard
NAME

Althea Bossard
SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator

Date

UHS STUDENT ACTIVITIES ACCOUNT

DATE: _____

I. This will authorize the Treasurer of the UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT

Pay \$ 1250.00 to the order of Villani Bus Co.

Charge to CLUB ACCOUNT: C. A. S. T. Acct. No. 2028

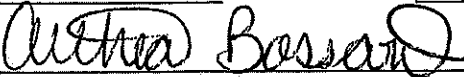
Purpose: Payment for transportation to NBC studios on May 20, 2019

Club Name

Club Advisor Signature

II. Account Balance: _____ Verified By: _____

Date: _____ Comment: _____

III. Approved:  Date: 5/16/19
Principal - Signature

IV. Date Paid: _____ Check #: _____ Acct. No. _____

Processed By: _____



Villani Bus Company

811 East Linden Avenue
Linden, NJ 07036

Phone: 908-862-3333
Fax: 908-474-8058
Website: www.villanibus.com
Email: info@villanibus.com

Charter Confirmation

Confirmed: 03/26/19
Charter No.: 77909

Tara Sterling
Union High School
2350 N. 3rd. Street
Union, NJ 07083 USA.

Phone: 908-851-6542
Fax: 908-687-5204
Order Date: 03/26/19
Sales Rep: Jennifer

Thank you for selecting Villani Bus Company for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide:

Group Name: NBC Studios

Coaches: 1

Group Leader: Tara Sterling

Equipment: 1-55 Motor Coach

Destination: Manhattan, NY

Leave Date: Monday, May 20, 2019

Return Date: Monday, May 20, 2019

Spot Time: 7:45 am

Leave Time: 8:00 am

Retn Drop Time: 2:30 pm

Pickup Location: Union High School
2350 North 3rd Street
Union NJ

Destination Details: NBC Studios
30 Rockefeller Plaza
Manhattan, NY

Description	# Coaches	Qty	Rate	Charge
Single Day Motorcoach Trip - Local Service	1	1.00	\$1,050.00	\$1,050.00
Operators/Gratuify separate from rental rate quote.	1	1.00	\$200.00	\$200.00
UNSigned CONFIRMATION WILL VOID RESERVATION	1	1.00	\$0.00	\$0.00
All Trips "MUST" Be Reconfirmed 7 Days Before Trip	1	1.00	\$0.00	\$0.00

Due Dates	Description	Amount	Date Received	Transport Charge:	\$1,250.00
04/09/19	Deposit	\$200.00		Amount Paid	\$0.00
05/06/19	Final Payment	\$1,050.00		Balance Due	\$1,250.00

CANCELLATION POLICY: A full refund when cancelled 30 days before Leave Date; less than 30 days to 48 hours \$200 fee per bus will be charged. Cancellation less than 48 hours before the Leave Date/Time will be full price.

If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.

Sincerely,

Charter Party Authorized Signature:

Date

Jennifer

Scanned 4/2/19
5:33am

REVISED 3/20/15

TOWNSHIP OF UNION BOARD OF EDUCATION
FIELD TRIP APPROVAL REQUEST
APPLICATION DATE: 3/26/19

Pursuant to N.J.A.C. 6A:23A-5.8 Field Trips must be preapproved by the Board and not solely for entertainment purposes.
ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN THE FIRST OF THE MONTH IN ORDER TO BE INCLUDED IN THE AGENDA FOR THE NEXT BOARD MEETING.
Failure to complete this form in its entirety will result in denial.

SCHOOL Union High School GRADE 9-12
TEACHER(S) Tara Sterling, Karen Gainey, Edwin Oyola, Megan Kaplan
DATE OF TRIP Monday, May 20th, 2019
DESTINATION NBC Studios & Fox News Channel
ADDRESS / CITY 30 Rockefeller Plaza, New York, NY 10112
(Please attach directions)
PURPOSE OF TRIP Tour Behind the scenes of studios and newsroom.
(Must be of educational value to the children)

Pick-up Time (No earlier than 9:10 AM) 7:45 AM

Specific Location (UHS) 2350 N. 3rd Street Union, NJ 07083

Return Time (Must be back at school by 1:40 PM) 2:00 P.M

Specific Location (UHS) 2350 N. 3rd Street Union, NJ 07083

Total Number of Passengers 46 (Bus Capacity is 54, Van Capacity is 16)

TRANSPORTATION BUDGET AC#/FUNDING SOURCE: 2028
(i.e. xx-xxx-xxx-512-xx-xx-xxxx)
TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR

<input type="checkbox"/> I am requesting in house transportation		<input checked="" type="checkbox"/> I am requesting contractor transportation	
1. In house Bus cost	=	1. Contractor Bus cost	= 1,250.00
2. Entrance Fee	=	2. Entrance Fee	= 1,483.71
3. Total Trip Cost: Add 1 + 2	=	3. Total Trip Cost: Add 1 + 2	= 2,733.71
4. District Cost Bus	=	4. District Cost Bus	= 0
5. Student Cost Bus	=	5. Student Cost Bus	= 1,250.00
6. District Cost Fees	=	6. District Cost Fees	= 0
7. Student Cost Fees	=	7. Student Cost Fees	= 1,483.71
Line 3 should equal the total of lines 4+5+6+7		Line 3 should equal the total of lines 4+5+6+7	

Supervisor's Approval [Signature] Date 4/1/19
Principal's Approval [Signature] Date 4/1/19

** Please compute in-house transport costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4:00 pm and on weekends X the number of vehicles needed. Minimum 2 hours. Additional half hour will be added on for travel time to and from the school.

	Approved	Disapproved	Reason	Date
BOE				
Sch Business Admin				
Transportation				



Union High Schools

PARENTAL APPROVAL FORM FOR STUDENT(S) ATTENDING A SCHOOL SPONSORED TRIP

Field Trip to: ABC Studios and Fox News Channel

I, the undersigned parent or legal guardian of, _____

give permission for my child to participate in the above mentioned school sponsored trip.

Enclosed is \$ 62.00 to cover the cost of the trip. (Money Order made payable to Union High School)

Please return this permission slip by: Friday, April 26th, 2019

Date:	<u>Monday, May 20th, 2019</u>	
Departure Time:	<u>8:00 AM</u>	Return Time: <u>2:30 P.M</u>
Location of departure:	<u>(UHS) 2350 N. 3rd Street Union, NJ 07083</u>	
Cost:	\$ <u>62.00</u>	<u>Money Order made payable to Union High School</u>
Club or Activity:	<u>UHS-TV Department</u>	
Advisor(s):	<u>Tara Sterling</u>	
Transportation:	<u>Villani (coach Bus)</u>	
Notes:	<u>Please bring money for lunch.</u>	

In case of an emergency, I can be reached at: Phone Number _____

Date: _____ Name of Parent/Guardian: _____

Date: _____ Signature of Parent/Guardian: _____

OFFICIAL COPY	
Date:	_____
Payment Received From:	_____
Event:	_____
Payment Amount:	\$ _____ <u>Money Order made payable to Union High School</u>
Money Order #:	_____
Notes:	_____

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00 .

SCHOOL: VHS

Date: 5.16.19

DEPARTMENT: Pepsi Meet, Account: 2059

VENDOR: Aramark Amount: 1200.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Staff appreciation
breakfast payment on 5/10/19

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Althea Bossard
NAME

Althea Bossard
SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator

Date

UHS STUDENT ACTIVITIES ACCOUNT

DATE: 5/16

I. This will authorize the Treasurer of the UNION HIGH SCHOOL STUDENT ACTIVITIES ACCOUNT

Pay \$ 1,200 to the order of Aramark

Charge to CLUB ACCOUNT: Pepsi Account Acct. No. 2059

Purpose: Staff appreciation breakfast on 5/10/19

UHS Admin. - Pepsi Acct. *Arthur Boscard*
Club Name Club Advisor Signature

II. Account Balance: _____ Verified By: _____
Date: _____ Comment: _____

III. Approved: *Arthur Boscard* Date: _____
Principal - Signature

IV. Date Paid: _____ Check #: _____ Acct. No. _____
Processed By: _____

Township of Union School District
 ARAMARK - 2350 N 3rd Street, Union, NJ 07083

INVOICE

Attention: A. Bossard		INVOICE # 051019
Aramark Education	Date: 5/10/18	TIME
Union High School District	HS Teachers Lounge	
	Location: Teachers Lounge	
Date Needed: 5/10/18		
Time Needed: 7 am		
<i>Description</i>		
5/10/19	Coffee - Tea - Decaf Bacon Turkey Bacon Scrambled Eggs Acai Bowls Waffles	300 \$4.00 \$1,200.00
		\$1,200.00
Please direct all catering inquiries and questions to Deb Marshall <u>marshall-deborah@aramark.com</u> 908-851-6429/ cell 732-207-7052		
Please make all checks payable to the Aramark Services Thank you.		