

**Kenyon-Wanamingo Public Schools
Independent School District #2172
Wanamingo, Minnesota**

610 FIELD TRIPS – Form B

**KENYON-WANAMINGO MIDDLE-HIGH SCHOOL
EXTENDED STUDENT TRIP REQUEST FORM**

This request form must be completed for any proposed student trip which is taken for more than one day and requires an overnight stay. Requests must be submitted to the Principal by May 1st of the year prior to the trip (unless competition related).

Name of Group: Choir Date of application: 5/15/25

Teacher/Sponsor: Hannah Johnson Destination: Luther College

Number of students: 2-4 Number of adult chaperones: 1

Educational Goal or Objective: Sing, perform, and learn alongside other top music students at a collegiate institution known for its music program

Please attach an itinerary and supervision plan.

Departure Date: 1/11/26 Time: 9:00am Return Date: 1/12/26 Time: 9:00pm

Number of school days: 1 Number of non-school days: 1

Is this a recurring trip? yes Date last trip was taken: Jan 12-13 2025

Estimated trip cost

Student fee	\$ 75	X <u>2-4</u>	(number of students)	= \$ <u>100-300</u>
Adult fee	\$ 10	X <u>1</u>	(number of adults)	= \$ <u>10</u>
Total round trip charter miles	<u>—</u>	X \$ 1.60 per mile		= \$ <u>—</u>
Total round trip school van miles	<u>224</u>	X \$.99 per mile		= \$ <u>221.76</u>
Bus driver time	<u>—</u>	X \$25.00 per hour		= \$ <u>—</u>
Substitute teacher	<u>1</u>	X \$175 per day		= \$ <u>175</u>
Other faculty attending	<u>—</u>	X \$40 per hour		= \$ <u>—</u>
Other faculty supervision	<u>—</u>	X \$40 per hour		= \$ <u>—</u>
Miscellaneous costs	<u>teacher hotel - one night</u>			= \$ <u>~166</u>

Amount of money collected by trip organizer: \$ ~150-300

Cost to student: \$ ~150-300

Cost to the district: \$ ~572.76

Budget code(s) to be charged: Choir Activities

List chaperone cell phone numbers:

507-302-4440 - Hannah Johnson

*** Please notify school nurse to plan for special student needs.**

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(This section to be completed by Principal)	
Transportation contact date: _____	Vehicle(s): _____
Comments: _____	
Principal confirmation of transportation: _____	Date: _____

- School Board Policy 610 states that field trip approval will be dependent upon a plan that suggests an orderly and safe environment, clear learning objectives, reasonable cost to the participant or district, and minimal impact of an absence on scholastic performance and the overall operation of the school. Every reasonable effort must be made to avoid missing instructional days.

If a fundraiser is going to help defray the cost, please attach a Request for Fundraiser Form.

<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	JW Activities Director	Date 5/15/25
<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	M.R. Principal	Date 5-15-25
<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	RM Superintendent	Date 5/15/25
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	School Board Clerk	Date _____

cc (if approved): Trip coordinator, school office staff, and food service director.