

## DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request prior to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: Jim Aude  
 Not Recommended Date: 9-9-10

Assistant Superintendent:  Recommended Name: \_\_\_\_\_  
 Not Recommended Date: \_\_\_\_\_

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:  Instructional  Supplementary  Extended

1. Organization/Grade/Course Planning Trip: HOSA Health Occupational Students of America
2. Contact Person (Responsible for Checklist Completion): Kim Olson - instructor
3. Field Trip Date(s): Oct 2010 <sup>actual dates have not yet been determined</sup> Destination: Bloomington, MN (Sheraton South) <sup>not yet determined.</sup>
4. Field Trip Overview (Include events, establishments and locations): NOSA Fall delegate Assembly Leadership  
Leadership Election, Run 3 students for state office, see attached agenda from last year, Bring additional 3-4 voting delegates
5. Field Trip Departure from School (Date and Time): NOT yet determined
- Field Trip Return to School (Date and Time): NOT yet determined
6. Objectives of Field Trip: Leadership Activities, Health Career Education, 3 students to run for state office & 3 to 4 students to go as voting delegates NO more than 4 students & one advisor.
7. Relationship to Curriculum or Student Learning: Leadership, teamwork, Program of Study & Career pathway, Partnership for CTE, Implementing of HSP (Health Science Programs)
8. Planned Follow-up Field Trip Activities: Officers training, midwinter, State HOSA Leadership Conference & National Leadership Conference
9. Field Trip Budget Request

*(all projected from last year!)*

Estimated Expenses	
Total Admission/Fees	\$ 45.00
Total Meals	\$ 22.00
Total Lodging	\$ 101.38
Total Transportation	\$
<input checked="" type="checkbox"/> School District Vehicle(s) <u>Van</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: <u>HOSA membership fee Instructor</u>	\$ 18.00
<b>Total</b>	<b>\$ 186.38</b>

Revenues		
District Budget	Code: <u>C. PERKINS GRANT</u>	\$ 73.61
Booster Group		\$
Donations		\$
Student Fees		\$ 112.77
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 186.38</b>

Hotel 25.34  
 member 18.00  
 Register 45.00  
 Van 24.43  
 -----  
 112.77

186.38  
 112.77  
 -----  
 73.61

11. Reviewed/Completed Request Checklist:  Yes  No

73.61 GRANT PAYS INSTRUCTOR COSTS.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

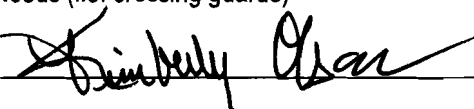
TIME

LOCATION

To be  
determined

To be  
determined

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans student self pay
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: 

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

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**DIRECTIONS:** All staff are required to submit a Field Trip Request prior to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
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**DEFINITIONS:**

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Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: Joni Ruedt  
 Not Recommended Date: 10/6/10

Assistant Superintendent:  Recommended Name: \_\_\_\_\_  
 Not Recommended Date: \_\_\_\_\_

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

## FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:     Instructional     Supplementary     Extended

1. Organization/Grade/Course Planning Trip: HOSA 11<sup>th</sup> + 12<sup>th</sup> GRADE
2. Contact Person (Responsible for Checklist Completion): Kim Olson
3. Field Trip Date(s): NOV. 18 & 19, 2010 Destination: TBD - St. Cloud or Bloomington
4. Field Trip Overview (Include events, establishments and locations): see attached from previous year. Pending we have offers that are needed.

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5. Field Trip Departure from School (Date and Time): 0530 AM NOV 18, 2010  
Field Trip Return to School (Date and Time): 800pm NOV. 19 2010
6. Objectives of Field Trip: is for state officer training & spring conference planning to enhance the leadership qualities of confident speakers & writers for HOSA and as a representative for ISD 709, Duluth
7. Relationship to Curriculum or Student Learning: leadership, teamwork, program of study, legislative training, confident speaking & writing skills.
8. Planned Follow-up Field Trip Activities: Midwinter Conference, State HOSA Leadership Conference & National Leadership Conference
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 0
Total Meals	\$ 37.00
Total Lodging	\$ 98.56
Total Transportation	\$
<input checked="" type="checkbox"/> School District Vehicle(s)	<del>98.56</del>
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	<del>98.56</del>
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	100.00
Total Additional Stipends:	\$ 0
Other:	\$
<b>Total</b>	<b>\$ 135.56</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$ 135.56
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

C. PERKINS GRANT  
FUNDS PAY FOR  
INSTRUCTOR COSTS  
ALONG WITH ACTIVITY FUND

11. Reviewed/Completed Request Checklist:     Yes     No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians *Pending on election*
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.) *Pending*
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
- Guide:** May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
- Reminder:** Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary) *N/A*
- Guide:** Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary) *Adult for 10 students*
- Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
- Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME	LOCATION <i>Pending</i>
_____	_____
_____	_____
_____	_____

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: *Kim Olson*

## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
- Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
- Example:** Home phone numbers, emergency contacts, medical information
- Additional Information
- Note:** Provide any additional information.

Signature of Contact Person: *Kimberly Olson*

Pending upon election