

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 Acosta
 Not Recommended Date: 1-28-14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 3/5/14

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: 1/18/2014

Type of Trip: Instructional Supplementary x Extended

1. Organization/Grade/Course Planning Trip:

Denfeld Automotive AYES Program-SkillsUSA Club

2. Contact Person (Responsible for Checklist Completion):

Matthew Phil Rannila, ISD 709 Automotive Instructor

3. Field Trip Date(s) March 28-30, 2014

Destination: Bloomington Sheraton Hotel, Bloomington, Minnesota

4. Field Trip Overview (Include events, establishments and locations):

Our party of 8, including the instructor, will travel by ISD 709 to Bloomington, Mn. to participate in the Minnesota State SkillsUSA conference held at the Bloomington Sheraton. Our team will be testing in safety, tool, and equipment on Friday afternoon and evening, and will be bussed to and from the Automotive contest sites on Saturday. The Awards breakfast will conclude at noon on Sunday, at which time we will return to Duluth Denfeld

5. Field Trip Departure from School (Date and Time):

The group will leave Duluth 8:30 am on March 28, 2014.

Field Trip Return to School (Date and Time): The group will leave Bloomington at 12:30 on March 30, 2014, and travel to Duluth. We will arrive at Denfeld at 3:30 pm.

6. Objectives of Field Trip: Main objective is to participate in all SkillsUSA events, seminars, and learning opportunities, compete in the Automotive Skill Olympics, and enhance student skills, knowledge, and access to scholarships and employment.

7. Relationship to Curriculum or Student Learning:

SkillsUSA is an integrated component of the AYES Automobile program, and Denfeld Automotive is an AYES School.

8. Planned Follow-up Field Trip Activities:

Upon returning to Duluth, the students will update their resumes/portfolios, prepare for the remainder of the school year, and seek summer internships and employment opportunities.

9. Field Trip Budget Request- This is for the Automotive Technology Instructor and seven student

10. SkillsUSA club members.

Estimated Expenses	
Total Admission/Fees	\$650
Total Meals -Instructor	\$75
Total Lodging	\$960
Total Transportation	\$175
X School District Vehicle(s) ISD 709 Van 300 Miles Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$

Total	\$1590
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Revenues	
District Budget	Code: \$
Booster Group	\$
Donations	\$
Student Fees	Each student will pay \$50 toward their registration costs
Total Additional Stipends:	\$
Total	\$

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.

- X Develop and Communicate Student Discipline Expectations
- X Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- X Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- X Gain Access to Cell Phone for Field Trip
- X 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.
- X Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- X Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- X Develop and Communicate Action Plan if Student Gets Lost on Trip
- X 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.
- X Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- X Planned Itinerary

TIME

8:30 a.m. 3/28/2014

LOCATION

Leave Duluth, arrive in Bloomington for opening ceremonies at noon.
Participate in conference until conference is adjourned at noon on 3/30

12:30 p.m. 3/30/2014

Leave Bloomington and return to Duluth

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

Signature of Contact Person: Matthew Phil Rannala

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: Matthew Phil Rannala

DISTRICT 709
FIELD TRIP REQUESTS

Business Professionals of America – National Leadership Conference April 29, May 4, 2014

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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: James Kopp
 Not Recommended Date: 2/19/14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 3/5/14

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: Business Professionals Of America 8-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): April 29-May 4, 2014 Destination: Indianapolis, IN
4. Field Trip Overview (Include events, establishments and locations): National Business Professionals of America Competition: Indianapolis, IN
5. Field Trip Departure from School (Date and Time): April 29, 2014 at 6:30 am
 Field Trip Return to School (Date and Time): May 4, 2014 at 11 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 115.00 per student
Total Meals	\$ 120.00 per student
Total Lodging \$275.00 per night * 5 Nights = \$1,375 / 3 = \$458.33 + \$50.00	\$ 508.33 (3 room) per student
Total Transportation <input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Airfare - Delta <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	\$343.22 Airfare \$ 50.00 Ground Transportation To And From Hotel
Total Additional Stipends:	\$
Other:	\$
Total	\$ 1,136.55

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$

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.

To follow

- 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

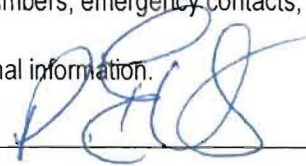
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

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
- 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:  Peggy Ehler ^{2/5/14}

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at STC. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

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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: Cher Obst Obst
 Not Recommended Date: 2.24.14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 3/5/14

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: Homecroft 5th grade

2. Contact Person (Responsible for Checklist Completion): Nicole Munthe

3. Field Trip Date(s): 3/13/14-3/14/14 Destination: MN Science Museum and State Capitol

4. Field Trip Overview (Include events, establishments and locations): We will travel to the Minnesota Science Museum, where we will stay overnight. While at the museum, we will have specific classes, correlating to our 5th grade standards. After we leave the museum on Friday at 10:00, we will go to the State Capitol for a tour before returning to Homecroft by 2:00 pm. Dinner and breakfast will be served at the Science Museum.

5. Field Trip Departure from School (Date and Time): 3/13/14 – leave 1:00 pm

Field Trip Return to School (Date and Time): 3/14/14 return to school @2:00pm

6. Objectives of Field Trip: To provide students a learning opportunity in a hands-on manner.

The classes we take tie into our MN state Science and Social Studies standards.

7. Relationship to Curriculum or Student Learning: Our district science curriculum is not currently well aligned with the MN State Standards. This trip involves a great deal of learning pertaining to our district science curriculum and the MN State Standards.

Planned Follow-up Field Trip Activities: Continue lessons pertaining to invertebrates and engineering.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees (includes 73 students, 3 staff members, and 7 chaperones)	\$0
Total Meals	\$ included
Total Lodging	\$ included
Total Transportation	\$0
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$0
Other:	\$
Total	\$0

Revenues		
District Budget	Code:	\$
Fundraising		\$
Donations		\$won
Student & chaperone Fees		\$
Total Additional Stipends: scholarship fund		\$
Total		\$0.00

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
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- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME	LOCATION
<u>1:00 pm 3/13/14</u>	<u>Leave Homecroft school</u>
<u>4:00 pm 3/23/14</u>	<u>Arrive at Science Museum</u>
<u>10:00 am 3/14/14</u>	<u>Leave Science Museum</u>
<u>10:30am 3/14/14</u>	<u>Arrive at the State Capitol for a tour</u>
<u>11:45 am 3/14/14</u>	<u>Leave the Capitol for Duluth</u>
<u>2:00 PM 3/14/14</u>	<u>Arrive at Homecroft school</u>

- 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.
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Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: _____

To The Duluth School Board:

Homecroft Elementary School received a grant from Flint Hills to attend the MN Science Museum and State Capital. All expenses are covered including all entrance fees, transportation by MN coach bus, and both dinner and breakfast. The Grant has arranged the busing. Our students and chaperones will be responsible for lunch on the way home. We will have 70 students, two to three teachers, one student teacher, one UMD education student, and 5-6 chaperones attend this event. (70 kids & 10 adults).

The itinerary is as follows:

1:00pm March 13 – leave Homecroft School

4:00pm arrive at Science Museum in St. Paul

Register, receive our homeroom, store all gear

5:00pm begin science programming set up by the Science Museum.

10:30pm; camp out in the museum (sleeping bags and pillow)

7:00am – wake up and complete morning science programming following breakfast.

10:00am; Leave Science Museum for State Capital.

10:30am: Arrive at State Capital for tour

11:45 am: Leave State Capital for Duluth

2:00pm: Arrive back in Duluth at School March 14

If there are any questions you may contact Nicole Munthe, 5th grade teacher at Homecroft School.

Thank you.