

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:

 RecommendedName: Danette Schow Not RecommendedDate: 2/13/18

Assistant Superintendent:

 RecommendedName: A. J. Zedler Not RecommendedDate: 2/20/18

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:
2. Contact Person (Responsible for Checklist Completion):
3. Field Trip Date(s):
4. Field Trip Overview (Include events, establishments and locations):
5. Field Trip Departure from School (Date and Time):
Field Trip Return to School (Date and Time):
6. Objectives of Field Trip:
7. Relationship to Curriculum or Student Learning:
8. Planned Follow-up Field Trip Activities:

Skills USA
Kevin Chederquist
March 27, March 28, and March 29, 2018
Technical Skills Competition , Doubletree, Bloomington, MN
Depart Denfeld on March 27 at 6 am, Return on March 29th at 3 pm
SkillsUSA Minnesota is recognized by business and government as the premier organization providing highly skilled leaders possessing outstanding technical, academic and employability skills. SkillsUSA Minnesota creates opportunities for students, educators and business. This is accomplished through leadership training, volunteerism opportunities, competitions and conferences, which enhance students' self-worth and employability skills to create a seamless transition into the workforce. Through competition, students will be able to meet some of these objectives.
Through leaderships and technical competition we work with students in the career and technical education programs to continue to receive skills and connect classroom to business.
Possible National Competition

Estimated Expenses (This is total budget for all participants)	
Total Admission/Fees; (Six students and one adult)	900
Total Meals	300
Total Lodging:	600
Total Transportation	175
School District Vehicle(s)	
Commercial Transportation Carrier	
Private Vehicle (requires certificate of insurance)	
Total Additional Stipends: (Sub Costs)	432
Other: HOSA Membership , subs	0
Total	2407

Revenues		
District Budget	01-380-005-428-000	832
Booster Group		0
Donations		0
Student Fees		1575
Total Additional Stipends:		0
Total		2407

11. Reviewed/Completed Request Checklist: Yes No

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

- 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: _____