

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 Not Approved Name: _____
Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Not Approved Name: _____
Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Not Recommended Name: Jim Cundy
Date: 3-1-11

Assistant Superintendent: Recommended Not Recommended Name: _____
Date: _____

School Board: Approved Not Approved Name: _____
Date: _____

(DOCUMENTATION TO FOLLOW)

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: AUTOMOTIVE PROGRAM - NATIONAL AYES COMPETITION
2. Contact Person (Responsible for Checklist Completion): FRED PRUD'HOME
3. Field Trip Date(s): 4/24/11 - 4/27/11 Destination: ~~4/24/11~~ NEW YORK, NEW YORK
4. Field Trip Overview (Include events, establishments and locations): NATIONAL AYES COMPETITION

5. Field Trip Departure from School (Date and Time): POSSIBLE 4/24/11
Field Trip Return to School (Date and Time): 4/27/11

6. Objectives of Field Trip: REPRESENT MINNESOTA

7. Relationship to Curriculum or Student Learning: AYES CURRICULUM

8. Planned Follow-up Field Trip Activities: _____

9. Field Trip Budget Request

| Estimated Expenses | |
|--|-----------|
| Total Admission/Fees | \$ |
| Total Meals | \$ |
| Total Lodging | \$ |
| Total Transportation | \$ |
| <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: | \$ |
| Other: | \$ |
| Total | \$ |

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

MADA - MINNESOTA AUTO DEALERS ASSOCIATION
C/PERKINS - TRAVEL EXPENSES

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
- 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

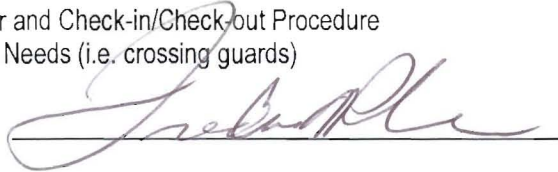
TIME

LOCATION

| | |
|--|--|
| | |
| | |
| | |

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

Signature of Contact Person:

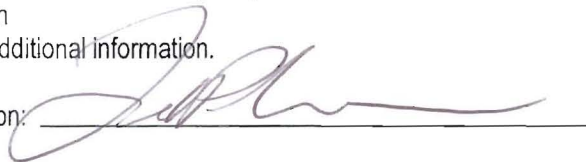


FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

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:



FW: New York Contest

matthew rannila

Sent: Tuesday, March 01, 2011 10:46 AM**To:** james c. arndt**Importance:** High

Matthew "Phil" Rannila
Instructor, STC Auto Systems
336 8975 Extension 4081

From: Michael Lehn [michael.lehn@ayes.org]
Sent: Saturday, February 19, 2011 3:11 PM
To: matthew rannila; fred m. prudhomme
Subject: New York Contest

Phil and Fred,

I have completed the final testing of all the AYES schools last week and just this afternoon I have completed the scoring of the tests. Please help me congratulate your students Mike Lindholm and Flynn Hapy as they scored the highest on the exams with a team from St. Cloud closely on their heels (3 points behind). I also just learned that the Minnesota Team car is from LEXUS for this years contest. So before I release the information to MADA and the other Minnesota AYES schools, I want to be sure that you (I can only take one instructor with the MADA funding) and your two students are willing to compete in the New York Automotive Technology Competition. Leaving Minneapolis the morning (early) of Monday, April 25 and returning from New York City the evening of Wednesday, April 27. The MADA will cover round trip flights from Minneapolis to New York City for one instructor and a team of two students. They will also cover the hotel costs of two rooms for two nights (Monday and Tuesday nights) in the past, we have had the students share a room and the instructor and I have shared the room. I will cover the taxi ride back and forth to the airport once we land in New York City. Most of the meals are covered once we arrive in New York City. Hope that makes sense?

Please confirm as soon as possible on the morning of Monday, Feb 21 (give me a call) once you have talked with your students. Then, I will need you to send me a good photocopy of you (Phil or Fred) and your student's Minnesota Drivers Licenses (just turn the photocopy into a PDF document) so that you can email it to me (you might need Jim's assistant to assist you on that request).

Again Congratulations!!!

Mike

<https://webmail.duluth.k12.mn.us/owa/?ae=Item&t=IPM.Note&id=RgAAAADL4TtM38L...> 3/1/2011

FW: Minnesota's runoff winners for the New York Automotive Technology Competition

matthew rannila

Sent: Tuesday, March 01, 2011 10:45 AM

To: james c. arndt

Importance: High

Matthew "Phil" Rannila
Instructor, STC Auto Systems
336 8975 Extension 4081

From: Michael Lehn [michael.lehn@ayes.org]
Sent: Wednesday, February 23, 2011 10:49 AM
To: lrood@moorhead.k12.mn.us; efloersch@fergusfalls.k12.mn.us; DHickman@sctcc.edu; chuck.edstrom@anoka.k12.mn.us; matthew.sandys@anoka.k12.mn.us; ron.rybicka@spps.org; henry.velasquez@spps.org; mlessman@faribault.k12.mn.us; Pete Tennant
Cc: matthew rannila; fred m. prudhomme; lambert@mada.org; Sandy Brom ; John.V.Rapheal@state.mn.us; ginny.karowski@so.mnscu.edu
Subject: Minnesota's runoff winners for the New York Automotive Technology Competition

Good Morning Everyone,

After several long weeks of testing students, I am very pleased to report that the student winners of this year's Minnesota runoff contest is Mike Lindholm and Flynn Hapy coming from Phil Rannila & Fred Prudhomme program at the Duluth STC. Once again the contest was extremely close between all of our programs.

The following is a list of the top 5 team placements. 1. Duluth Secondary Technical Center; 2. Apollo High School's Discovery Academy; 3. Faribault High School; 4. Anoka STEP; 5. Fergus Falls High School. I extend my appreciation for allowing me to come into your programs to challenge your students.

This year's Minnesota car is a 2010 Lexus, so it will be a great challenge for the two students. I am sure that Phil and Fred would appreciate any advice you can give them from those of you who have been to the New York contest in past years.

Thanks again, Mike

Michael Lehn
Minnesota AYES Field Manager

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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
- > 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: | <input type="checkbox"/> Approved | Name _____ |
| | <input type="checkbox"/> Not Approved | Date: _____ |

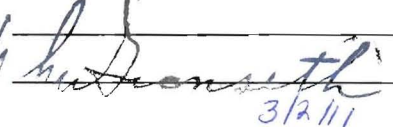
SUPPLEMENTAL TRIP ACTION

| | | |
|------------|---------------------------------------|-------------|
| Principal: | <input type="checkbox"/> Approved | Name: _____ |
| | <input type="checkbox"/> Not Approved | Date: _____ |

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

EXTENDED TRIP ACTION

| | | |
|------------|---|-------------------------------|
| Principal: | <input checked="" type="checkbox"/> Recommended | Name: Deborah Rickard _____ |
| | <input type="checkbox"/> Not Recommended | Date: February 28, 2011 _____ |

| | | |
|---------------------------|--|--|
| Assistant Superintendent: | <input type="checkbox"/> Recommended | Name: _____ |
| | <input type="checkbox"/> Not Recommended | Date:  _____ 3/2/11 |

| | | |
|---------------|---------------------------------------|-------------|
| School Board: | <input type="checkbox"/> Approved | Name: _____ |
| | <input type="checkbox"/> 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: February 28, 2011

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Fourth Grade Class Trip to Wolf Ridge Environmental Education Center
2. Contact Person (Responsible for Checklist Completion): Deborah Rickard
3. Field Trip Date(s): March 30-April 1, 2011 Destination: Finland, Minnesota
4. Field Trip Overview (Include events, establishments and locations): Wolf Ridge Environmental Center is an accredited residential environmental school. It is located 90 miles north of Duluth in Finland, MN.
5. Field Trip Departure from School (Date and Time): Wednesday, March 30, 2011 9:00 a.m.
Field Trip Return to School (Date and Time): Friday, April 1, 2011 2:00 p.m.
6. Objectives of Field Trip: Teach the concepts of conservation and stewardship. Promote social understanding, respect and cooperation. Learn behaviors that promote a sustainable life-style and foster understanding of the earth
7. Relationship to Curriculum or Student Learning: Students participate in outdoor experiences that focus on ecology and science, human culture and history, personal growth and group building.
8. Planned Follow-up Field Trip Activities: Student journal, Written personal narrative
9. Field Trip Budget Request

| Estimated Expenses | |
|--|-----------------|
| Total Admission/Fees \$120 per person | \$15,000 |
| Total Meals | included |
| Total Lodging | included |
| Total Transportation | \$ 2,000 |
| <input type="checkbox"/> School District Vehicle(s) | |
| <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Clequet Bus Company</u> | |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____ | |
| Total Additional Stipends: None | \$ |
| Other: | \$ |
| Total | \$17,000 |

| Revenues | | |
|----------------------------|-------------------------|-----------------|
| District Budget | Code: | \$ |
| Booster Group | PTA | \$1,000 |
| Donations | Congdon Park Foundation | \$1,000 |
| Student Fees | \$120 per student | \$9,000 |
| Total Additional Stipends: | Wolf Ridge Calendars | \$ 6,000 |
| Total | | \$17,000 |

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

March 30,31 and April 1

LOCATION

Wolf Ridge Environmental Learning Center in Finland, MN

- X Maintain Student Roster and Check-in/Check-out Procedure
- X 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.

- X 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
- X Arrange Meal Plans
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- X Collect Family Emergency Information for Students
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- Additional Information
Note: Provide any additional information.

Signature of Contact Person: _____

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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: [Signature]
 Not Recommended Date: 3/3/11

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: DULUTH EAST A'CAPPELLA CHORUS

2. Contact Person (Responsible for Checklist Completion): JEROME D. UPTON

3. Field Trip Date(s): APRIL 13-19 Destination: WASHINGTON, D.C.

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

5. Field Trip Departure from School (Date and Time): WED, APRIL 13 - 3:30 p.m.

Field Trip Return to School (Date and Time): TUE, APRIL 19 - 2:00 p.m.

6. Objectives of Field Trip: 5-PERFORMANCES, UNIVERSITY CLINIC, VISITING GOVERNMENT BUILDINGS AND SMITHSONIAN INSTITUTE.

7. Relationship to Curriculum or Student Learning: U.S. HISTORY, SCIENCE, MUSIC CURRICULUM ENHANCEMENT

8. Planned Follow-up Field Trip Activities: APPLICATION OF ~~CONCEPTS~~ CONCEPTS LEARNED FROM CLINIC

9. Field Trip Budget Request

| Estimated Expenses | | \$ |
|---|--|------------------|
| Total Admission/Fees | | \$ |
| Total Meals |) | \$ |
| Total Lodging | | \$ |
| Total Transportation | | \$ |
| <input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>MINNESOTA COACH</u> <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____ | | \$ |
| Total Additional Stipends: | | \$ |
| Other: <u>72 STUDENTS, 10 CHAPERONES - LODGING, TRANSPORTATION</u> | | \$ |
| Total | <u>\$590.4348 - \$295 = \$295.4348</u> | \$ 45,430 |

| Revenues | | \$ |
|----------------------------|--|--------------------|
| District Budget Code: | | \$ |
| Booster Group | | \$1500.00 |
| Donations | | \$2000.00 |
| Student Fees | | \$41,930.00 |
| Total Additional Stipends: | | \$ |
| Total | | \$45,430.00 |

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
- 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

all arrangements are being made

through Performance Toura, MINNEAPOLIS, MN

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

Signature of Contact Person: *Jerome D. Upton*

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: *Jerome D. Upton*