

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Paul A
 Not recommended Date: 4/25/19

Assistant Superintendent: Recommended Name: [Signature]
 Not recommended Date: 4/22/18

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: 04/25/19

Type of Trip:	Instructional	<input checked="" type="checkbox"/> Extended
Supplementary		
1. Organization/Grade/Course Planning Trip:	Health Occupations Student Association	
2. Contact Person (Responsible for Checklist Completion):	Kim Olson, Instructor	
3. Field Trip Date(s):	June 18th, 2019 - June 22, 2019 - Orlando, Florida	
4. Field Trip Overview (Include events, establishments and locations):	<p>Students will compete in the HOSA national event with these goals in mind:</p> <ul style="list-style-type: none"> ● To develop effective leadership qualities and skills. ● To develop the ability to communicate more effectively with people. ● To develop character. ● To develop responsible citizenship traits. ● To understand the importance of pleasing oneself as well as being of service to others. ● To build self-confidence and pride in one's work. ● To make realistic career choices and seek successful employment in the healthcare field. ● To develop an understanding of the importance in interacting and cooperating with other students and organizations. ● To encourage individual and group achievement. ● To develop an understanding of current healthcare issues, environmental concerns, and survival needs of the community, the nation and the world. ● To encourage involvement in local, state and national health care and education projects. ● To support Health Science Education instructional objectives. ● To promote career opportunities in health care. 	
5. Field Trip Departure from School (Date and Time): Field Trip Return to School (Date and Time):	June 18, 2019	
6. Objectives of Field Trip:	Compete in the National HOSA competition.	
7. Relationship to Curriculum or Student Learning:	<p>Health Occupations Student of America is a National Career and Technical Organization endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the health care community. The program encourage students to develop leadership and technical HOSA skill through a program of motivation, awareness and recognition. Students will compete using skills they have obtained in the classroom.</p>	
8. Planned Follow-up Field Trip Activities:	Promote higher education in the Health Field industry.	

Estimated Expenses (This is total budget for all participants)	
Total Admission/Fees; (90.00 per student and teacher - estimate 10 students and 2 teacher)	1080
Total Meals: these are estimates	3850
Total Lodging: Estimates	6096
Total Transportation	3300
School District Vehicle(s)	
Commercial Transportation Carrier	
Private Vehicle (requires certificate of insurance)	
Total Additional Stipends:	0
Other: HOSA Membership , subs	0
Total	14326

Revenues

District Budget	Perkins	\$1963
Booster Group		
Donations		
Student Fees		\$12363
Total Additional Stipends:		
Total		14326

Breakdown of expenses to be paid by Perkins
 Registration for teacher \$90.00
 Meals for 5 days (\$38 x 5) \$190
 Lodging 5 nights (200 x 5) \$1000
 Transportation (airfare and shuttle) \$ 683
 Total = \$1963

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 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

See attached email

- 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

Signature of Contact Person: Kimberly Olson Instructor

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 Instructor

