



Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: Rockford HS

Group/Class: Rockford HS FFA

Teacher(s)/Advisor(s) submitting request: Monica Pinkelman

of students: 8 # of school personnel: 1 # of chaperones: _____

Destination: Cabin Address: 4028 E Swift Lane Drive NE

Have students received teachers' approval to miss class? N/A Yes _____ No _____ Ranch NW

Departure Date: 14th July Departure Time: 8:00 AM Return Date: 17th July Return Time: 8:00 PM

Days absent: When school is in session: _____ Non-school days/vacation time: 4 days

Have reasonable accommodations been made for students with disabilities? Yes X No _____

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes _____ No X

For trips outside the Continental US and those using a travel services, provide the name of the travel service:

N/A

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? N/A

Who has signed off on discussing school discipline policies with staff and chaperones? N/A

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: X N/A: _____

_____ Public Transportation _____ Contracted Transportation: _____

(Name of Service; attach contract)

Place of lodging: Cabin Address Above Dates: _____

COSTS: (Estimate per student)

Transportation	\$ <u>0</u>
Meals	\$ <u>0</u>
Substitute Teachers	\$ <u>0</u>
Lodging	\$ <u>0</u>
Other (fees, ins)	\$ <u>0</u>
Total	\$ <u>0</u>

Expenses to be paid by the district	\$ <u>0</u>
Expenses to be paid by special funds	\$ <u>0</u>

Explain special funding and/or procedures for handling instances of economic need: N/A

The following documentation must be attached:

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

APPROVAL: Final approval requires the following signatures.

School Principal: [Signature] Date: 6/3/25

Superintendent (or Designee): [Signature] Date: 6.4.25

Board Approval: Yes _____ No _____ Date: _____

Comments: _____

**FIELD TRIP/SPORTS /VAN
TRANSPORTATION REQUEST
Rockford Bus Service
Rockford, MN 55373**

NOTE: Transportation Requests must be in the Transportation Office **2 WEEKS** prior to date of departure to ensure proper services. Use a separate request for each vehicle requested.

Date of Request: 14th July

Transportation Needs: (circle) BUS LIFT BUS VAN BUS W/TRAILER

Date Transportation Needed: July 15th 2025
Day Month/Date/Year

Name of Team/Group: Rockford FFA

Destination (specific): 4028 E Swift Lake Drive NE River MN

Time of Departure: 8:00 A.M. / PM

Loading Location: BCC

Est. Arrival Time at Destination: 1:00 PM Departure from Destination: 1:00 PM

ETA -Rockford 5:00 PM Number to be Transported: 9

Teacher/Coach Responsible: Monica Pinkerman Phone: 612 281 7735

Special Instructions: Pinkerman Drive

APPROVED BY: Pat Miller Date: 6/3/25
Principal or Head of Department

TRANSPORTATION OFFICE USE ONLY

Driver: _____ Trip # _____ Bus # _____

End Odometer Reading: _____ Drivers Time; End of Trip _____

Begin Odometer Reading: _____ Drivers Time; Begin. Of Trip: _____

Actual Trip Mileage: _____ Driver's Time; TOTAL: _____

CHARGES:

1. Hour Charge: _____

2. Mileage Charge: _____

3. Misc. Charges: _____

4. Trip Total: _____

	Aug 2, 2023	Aug 3, 2023	Aug 4, 2023	Aug 5, 2023
Morning	9:00 Leave 11:00 Tour	8:30 Breakfast 9:00 Workshop Prep 9:30 Communication- Andy and Ashley Goal Setting Motivation -Eliza and Katie	8:00 Breakfast	8:00 Breakfast
Afternoon	12:00 Leave Tour 45 minutes for lunch 1:15 for Walmart 4:00 Arrive at House 5:00 Who We Are	12:00 Lunch Active Membership/Retenti on - Lillian and Josie Membership Target	12:00 Lunch 2:00 PM Ms. Livingston Leaves	12:00 Lunch
Evening	6:00 Dinner Workshop Prep Me In a Box and Campfire	6:00 Dinner	6:00 Dinner	

	SUN 6	MON 7	TUE 8	WED 9
CONFES				
7 AM				
8 AM				8:00 AM Virtual Breakfast
9 AM			9:00 AM Opening Workshop	9:00 AM Virtual Breakfast
10 AM		10:00 AM Virtual Breakfast	10:00 AM Virtual Breakfast	10:00 AM Virtual Breakfast
11 AM		11:00 AM Virtual Breakfast	11:00 AM Virtual Breakfast	11:00 AM Virtual Breakfast
12 PM		12:00 PM Virtual Breakfast	12:00 PM Virtual Breakfast	12:00 PM Virtual Breakfast
1 PM	1:00 PM Virtual Breakfast	1:00 PM Virtual Breakfast	1:00 PM Virtual Breakfast	1:00 PM Virtual Breakfast
2 PM	2:00 PM Virtual Breakfast	2:00 PM Virtual Breakfast	2:00 PM Virtual Breakfast	2:00 PM Virtual Breakfast
3 PM	3:00 PM Virtual Breakfast	3:00 PM Virtual Breakfast	3:00 PM Virtual Breakfast	3:00 PM Virtual Breakfast
4 PM	4:00 PM Virtual Breakfast	4:00 PM Virtual Breakfast	4:00 PM Virtual Breakfast	4:00 PM Virtual Breakfast
5 PM	5:00 PM Virtual Breakfast	5:00 PM Virtual Breakfast	5:00 PM Virtual Breakfast	5:00 PM Virtual Breakfast
6 PM	6:00 PM Virtual Breakfast	6:00 PM Virtual Breakfast	6:00 PM Virtual Breakfast	6:00 PM Virtual Breakfast
7 PM	7:00 PM Virtual Breakfast	7:00 PM Virtual Breakfast	7:00 PM Virtual Breakfast	7:00 PM Virtual Breakfast
8 PM	8:00 PM Virtual Breakfast	8:00 PM Virtual Breakfast	8:00 PM Virtual Breakfast	8:00 PM Virtual Breakfast
9 PM	9:00 PM Virtual Breakfast	9:00 PM Virtual Breakfast	9:00 PM Virtual Breakfast	9:00 PM Virtual Breakfast
10 PM	10:00 PM Virtual Breakfast	10:00 PM Virtual Breakfast	10:00 PM Virtual Breakfast	10:00 PM Virtual Breakfast
11 PM	11:00 PM Virtual Breakfast	11:00 PM Virtual Breakfast	11:00 PM Virtual Breakfast	11:00 PM Virtual Breakfast

WHO WE ARE (PART 1)

→ Introduce Retreat To-Do List (15 minutes) - Mr. Ramstad

- ◆ What do you want to accomplish this weekend? Why did you choose to be here?

→ Thermostat Vs. Thermometer Habitude (15 minutes) - Ms. Livingston

- ◆ Popcorn read the Habitude as a group ([link](#))
- ◆ Discussion
 - What are the differences between a thermostat and a thermometer?
 - As a leader, which do we want to be more like and why?
 - What type of climate do we want to set for our chapter? How do we model that climate?
 - Create a my "why" sign
- Officer Expectations (15 minutes) - Mr. Ramstad
 - ◆ Reread chapter officer expectations and discuss.
 - How will we keep each other accountable for these expectations?

- What should be done with officers who don't meet these expectations?
- Which of these expectations should result in removal?
- What should that process be?
- How will we communicate with each other?

→ Break if needed: Group Hop - Ms. Livingston

→ **This or That - Ms. Livingston**

◆ Agree/Disagree statements

- Breakfast is the most important meal of the day.
- Swimming in the lake is better than swimming in a public pool.
- Dogs make better companions than cats.
- A parent shouldn't pierce a baby's ears.
- Lawyers should make a higher salary than nurses.
- Summer is the best season of the year.
- Children under 13 should not be allowed to babysit.
- High school students should wear uniforms.
- Taylor Swift is the best kind of music.
- Life is easier for children now than fifty years ago
- Learning about science is more important than studying history
- Living in the countryside is better for you than living in a city
- Unhealthy food should be taxed to encourage healthy eating

◆ Discussion

- What did we learn about each other?
- Why is that important?

→ **Leadership Styles and Personalities (30 minutes) - Mr. Ramstad**

- ◆ Officers will create a "Who Am I?" Poster: have them divide their posters into thirds.
 - Top third: Quick summary of MBTI type/leave space for conflict
 - Middle third: Strengths/weaknesses
 - Bottom third: 5 pictures that resemble who you are (can write "happy gram" notes to each other throughout retreat in this section, too)
- ◆ Sample:

MBTI	Conflict (coming later in session)
Strengths	Weaknesses
Pictures/Fun Section	

◆ Discussion

- Did you agree with or disagree with your personality type description?
- What did we learn about our team? Are our personalities conflicting or complementary?
- How will understanding each other's personalities make us a stronger team?

WHO WE ARE (PART 2)

→ **Team Challenges - Ms. Livingston**

◆ Students have to complete a variety of tasks and race to get them done.

- Balloon Bed
- Blind Polygon
- Paper Chain
- Flip Tarp

◆ Discussion

- How do we act when we are under stress?
- What other activities do you have going on this year?
- How do you react when you have too much going on? (each team member shares how they react to stress)
- How can we support each other when we see an officer struggling?
- What challenges are we going to face as an officer team this year?

→ **Conflict Management Quiz and Discussion (15 minutes) - Ms. Livingston**

- ◆ Take the conflict management quiz and have them put their results on their poster.
- ◆ Draw a picture of your conflict management style on your poster and give us some key points about you.
 - What is the best way to approach you with an issue?

SMART Goals - Ms. Livingston

→ Sticky Note Jump

→ Aiming Goals

- ◆ Set up a target in the middle of a circle
- ◆ Have students write a goal
- ◆ Tell them to throw it at the target.
 - Tell them to write what they will do in a two months
 - Tell them to write what they will do in a month
 - Tell them to write what they will do in a week
 - Tell them to write what they will do in a tomorrow
- ◆ Step forward with each step
- ◆ Discussion
 - Why are goals important

→ ME: Create 6 SMART Goals - Ms. Livingston

- ◆ 2 FFA

- ◆ 2 Academic/Athletic
- ◆ 2 Personal
- WE: Revisit Goals from Officer Orientation in June - Ms. Livingston
 - ◆ Create several SMART Goals for the team and the chapter as a whole
- DO: Goal Plans - Ms. Livingston
 - ◆ Work in pairs (billy buddies?) to create goal plans for each of the team and chapter goals

POA Planning – Mr. Ramstad

- POA Scramble
 - ◆ Print and scramble up the quality standards
 - ◆ The goal is to match everything correctly
- ~~Pros and Cons~~
 - ◆ ~~Have students share the pro and con lists from the events they were assigned~~
 - ◆ ~~Keep, Tweak or Delete~~
 - ~~After all pros and cons have been shared, we will decide to keep, tweak (make minor changes such as time of year, etc.) or delete (scrap it for this year).~~
 - ◆ ~~New Ideas~~
 - ~~Students will cast up any new ideas they come up with on a designated flipchart.~~
- Event Scramble
 - ◆ Students will work together to categorize our events into the respective quality standards.
 - ◆ Determine any missing holes.
- Planning
 - ◆ Calendar
 - Schedule meetings, activities, etc. for the year
 - Determine lead billies for each item on the calendar (including meetings)
 - ◆ Goals
 - Determine 3 SMART goals for each event that will be part of the POA
 - Check for “SMARTness”

Communicating the FFA Brand and Opportunities with the Goal of Recruitment

- FFA Opportunities Activity Outside
 - ◆ Write up scenarios
 - ◆ “Neaturewalk” activity
- FFA Sales Pitches
 - ◆ Pair students up to create a fun sales pitch about a feature of FFA.
 - ◆ The goal should be to promote the unique factors of the FFA feature.
 - ◆ Anonymously vote for top pitch (that is not your own) and the winning pair receives

a prize. Topics:

- CDE/LDE
- SAE
- Fun Factor
- Leadership Development Activities (conventions, conferences, etc.)

→ Next Steps: Recruitment Strategies

- ◆ Each person to brainstorm list of PNMs (potential new members)
- ◆ Draft pick (go around one by one, taking turns) 5 PNMs to start
- ◆ You will be responsible for providing an update on all 5 PNMs at each officer meeting

→ Membership Target

- ◆ Write down every member in Rockford FFA that you can think of
- ◆ Place them on the target
- ◆ Brainstorm ways you can bring each member forward a level

FFA Officer Retreat Emergency Procedures Manual

Location: 4028 E Swift Lake Drive NE, Remer, Minnesota 56672

Duration: July 14th - July 17th

Responsible Adults:

Monica Pinkerman (612) 381-7735

Becky Cronk (712) 363-2014

Emergency Contact Sheet: Attached at End

I. General Emergency Protocol

- Stay Calm and Think Clearly
- Notify an advisor Immediately
- Activate 911 for Life-Threatening Emergencies
- Evacuate if Needed, Following Discussed Exit Plans
- Use Emergency Contact Sheet to Notify Parents/Guardians

II. Emergency Contact Info

- Local Emergency Services: 911
- Nearest Hospital: 9 Birch St NE, Remer, MN 56672
- Local Sheriff Department: 218-547-1424
- Poison Control: 1-800-222-1222
- Cabin Address: 4028 E Swift Lake Drive NE, Remer, Minnesota 56672

III. Specific Emergency Procedures

A. Medical Emergencies

Common Issues: Allergic reactions, sprains, dehydration, heat stroke, cuts, insect bites.

Procedures:

- Use First Aid Kit (stocked and visible in main room)
- Advisor to administer epinephrine for known severe allergies (EpiPens must be carried by the student)
- Elevate and ice sprains
- Hydrate and shade overheated individuals
- Call 911 for serious issues or if unsure

B. Fire

Risk Factors: Campfires, cooking, fireworks, electrical faults

Procedures:

- Evacuate all participants using the discussed route
- Account for all individuals at the safe location
- Call 911 immediately
- Use fire extinguisher (located in kitchen and cabin main hall) if manageable
- Do not attempt to re-enter the cabin

C. Severe Weather / Natural Disasters

Types: Thunderstorms, lightning, tornadoes, flash floods

Procedures:

Thunderstorms/Lightning:

- Stay indoors and away from water, windows, and metal
- Cancel any lake or outdoor activities

Tornado:

- Move to the lowest interior room without windows
- Use blankets and cushions to shield from debris

Flooding:

- Evacuate low-lying areas
- Do not drive through water-covered roads

D. Lake and Water-Related Emergencies

Risks: Drowning, hypothermia, boating accidents

Rules:

- Life Jackets Required **at all times** when in boats, kayaks, or paddleboards
- Buddy System for swimming—no one swims alone
- Lifeguard or advisor must supervise all water activity

Procedures:

- Use reach-throw-row-go rescue techniques
- Remove the victim from water if safe
- Begin CPR if the person is unresponsive
- Call 911 immediately

E. Lost or Missing Person

Procedures:

- Conduct a headcount
- Notify all adults and begin a coordinated search
- Search last known location and areas with known hazards
- If not found within 15 minutes, call local authorities

F. Wildlife Encounters

Types: Bears, raccoons, snakes, ticks

Procedures:

- Stay calm and back away slowly from large wildlife
- Never feed or approach animals
- Use DEET-based repellents
- Check for ticks after outdoor activities
- Report any animal bites or stings to an advisor

G. Cabin and Structural Hazards

Risks: Electrical issues, broken stairs, carbon monoxide

Procedures:

- Report all structural concerns to advisors
- Keep walkways clear
- Use nightlights in hallways
- CO detectors and smoke alarms tested before arrival

H. Behavioral or Mental Health Crises

Signs: Panic attacks, anxiety, homesickness, aggression, self-harm risk

Procedures:

- Calm the individual and remove them from distressing environment
- Advisor must stay with them
- Notify Advisor and, if needed, call for medical/mental health assistance
- Parents/Guardians notified immediately if serious

I. Vehicle Accident (During Transport)

Procedures:

- Check for injuries, call 911
- Move to safe location if possible
- Follow advisor instructions
- Notify parents and school district

J. Unauthorized Visitors or Intruders

Procedures:

- Alert all chaperones
- Lock cabin doors
- Avoid confrontation
- Call 911 if threat is perceived

IV. Prevention Guidelines

Orientation on Day 1 to cover:

Emergency exits

Water safety

Wildlife awareness

Fire safety

Buddy system rules

Daily check-ins with Advisors

Health information and medications logged and stored securely

All staff to carry phones

V. Attachments

Emergency Contact Sheet (student & parent info)

Position	Name	Address	Email	Cell Phone	Parent Name(s)	Parent Email	Parent Phone	Polo Size	FFA Jacket Size
President	Ashley Storz	4061 maple hurst dr s Rockford, MN 55373	ashley.storz01@icloud.com	612-559-7449	Jessica Lappe and Josh Storz	jessicalappe@yahoo.com	763-203-4925	M	Owned
Vice President	Josey Frank	3312 40th St Sw waverly, MN 55390	joseymayf@gmail.com	763-242-9495	Kelly and Jim Frank	JkFrank00@gmail.com	763-670-0998	M	owned
Secretary	Ava Cox	5700 Town Hall Dr. Greenfield MN	avacox777@gmail.com	612-979-7501	Cassandra Cox and Brian Cox	casscox711@yahoo.com and mbriancox711@gmail.com	651-398-2575 and 612-232-0332	S or XS	Owned
Treasurer	Mary Poppler	20615 County Road 30 Rogers MN 55375	popplermay@gmail.com	763-232-7526	Russ and Sarah Poppler	rs.popp@comcast.net	763-238-4525 612-401-4522	M	owned
Reporter	Amelia Dieter	9176 Tewsbury Gate N Maple Grove MN, 55311	ameladieter209@gmail.com	763-360-2599	Rob and Trish Dieter	trish.dieter@gmail.com redlieter6@gmail.com	763-242-3512 612-308-8214	M	Not Owned
Sentinel	Grant Slininger	11684 55th St. NW Annandale, MN 55302	grantslininger@gmail.com		Rebecca Slininger/David Slininger	rebecaslininger@yahoo.com davey_golf@yahoo.com	612-616-2145 612-207-0537	XL	Owned
Historian	Dalton Holovnia	23150 county Road 10, Rogers MN 55374	daltonholovnia2009@icloud.com	763-234-8980	Jenny holovnia, Jeff Holovnia	Jennyholovnia@yahoo.com jeffholovnia@yahoo.com	763-439-6391 763-280-1662	L	owned
Officer-at-Large	Allison Vergin	6230 harff road , Greenfield MN 55357	verginalison2008@gmail.com	612-490-5181	Julie and randy vergin	vergin6230@gmail.com	763-439-6093 612-490-1235	M	Not Owned
Advisor	Becky Cronk	7600 County Road 50 Rockford, MN 55373	becky.cronk@rockford883.org		—	—	—	M	N/A
Advisor	Monica Pinkerman	7600 County Road 50 Rockford, MN 55373	monica.pinkerman@rockford883.org	612-381-7735	—	—	—	M	N/A