

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 reviewed 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: Janette Schae SV. 3/10/17
 Not Recommended Date: 3-9-17

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 3/17/17

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 Business Professionals of America
2. Contact Person (Responsible for Checklist Completion): Barb Struck, Lake Superior College
3. Field Trip Date(s): March 22, 2017 – March 25, 2017 Destination: Hyatt Regency Minneapolis, MN
4. Field Trip Overview (Include events, establishments and locations):

The 43rd Annual Spring Leadership Conference (SLC) will be held at the Hyatt Regency Minneapolis on March 23-25, 2017.

The purpose of the State Leadership Conference is to provide students with the opportunity to:

Compete in a variety of workplace skill assessments
 Make recommendations regarding association policies
 Participate in general assemblies designed to conduct the business of the association
 Transact business of the association

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

March 22, 2017 , 1:00 pm

Field Trip Return to School (Date and Time):

March 25, 2017, 2:00 pm

6. Objectives of Field Trip: As Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields, this gives students a chance to compete with other schools on best business practices.
7. Relationship to Curriculum or Student Learning: Students learn best business practices and use their classroom skills to an everyday living.
8. Planned Follow-up Field Trip Activities: National Competition for some of the students.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$600
Total Meals	\$600
Total Lodging	\$2347.32
Total Transportation	\$700
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Enterprise Car Rental</u>	
Total Additional Stipends:	\$0
Other:	\$4247.32
Total	\$

Revenues		
District Budget	Code:	\$
Booster Group (LSC)		\$1143.36
Donations		\$
Student Fees		\$3103.96
Total Additional Stipends:		\$
Total		\$4247.32

11. Reviewed/Completed Request Checklist: x 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 (Code of Conduct Signed)
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians (will be done by 3/6/17)
- 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: _____



Today's students.
Tomorrow's business professionals.

Agenda attached

Jean

2017 STATE LEADERSHIP CONFERENCE OVERVIEW March 23-25, 2017

REGISTRATION FEE

Registration fee for the State Spring Leadership Conference is \$75.00. The registration fee includes, but is not limited to, conference and competitive event materials including a conference t-shirt, the on-site computer lab, entertainment, judges meals, awards and awards sessions, printing, transportation, officer expenses, grading supplies and other miscellaneous items, tax and gratuities.

Registration materials including registering online are due on or before February 22, 2017 to receive the early-bird rate. Registration submitted **after** this date will be assessed the regular rate of \$80.00 per attendee. **If your chapter's fees are unpaid by the 1st day of the conference, you will be charged the higher rate.** You are encouraged to email your registration materials as an email attachment. Also, forward registration materials without checks if necessary – **DO NOT WAIT FOR CHECKS IF IT WILL DELAY SENDING YOUR REGISTRATION IN!**

CANCELLATIONS/LATE REGISTRATION

The registration deadline policy is as follows:

1. All conference registration materials received on or before February 22, 2017 will be charged the early-bird registration fee.
2. All other registration materials received that are not received on or before February 22, 2017 will be charged the regular registration fee of \$80.00 per person.

To be accepted, cancellations must be submitted on the "Official Cancellation Form". The following administrative charge policy will be followed:

- 75% refund (\$56.25) will be made on cancellations submitted and received on or before March 10, 2017 on State Leadership Conference Registration. Substitutions are encouraged.
- No refund for cancellations after March 10, 2017. Substitutions are allowed. Each Chapter Advisor is responsible for making all cancellations and/or substitutes with the hotel.

This policy is as set by the Board of Directors and follows the national policy.

LODGING COSTS

Room fees are as follows:

ROOM TYPE	RATE	TAX (13.4%)	TOTAL PER ROOM PER NIGHT	PER PERSON PER NIGHT	TWO NIGHT TOTAL/PER PERSON
Single	\$136.00	\$18.22	\$154.22	\$154.22	\$308.44
Double	\$136.00	\$18.22	\$154.22	\$77.11	\$154.22
Triple	\$146.00	\$19.56	\$165.56	\$55.19	\$110.38
Quad	\$146.00	\$19.56	\$165.56	\$41.39	\$82.78

Because of fire codes, the Hyatt is not permitted to put 5 to a room.

Please list advisors or chaperones in the first room blocks on the reservation form.

Room Selection must be submitted no later than February 22, 2017, as our room block will be released on that date and above room rates do not have to be honored after the cutoff date.



AGENDA

2017 STATE SPRING LEADERSHIP CONFERENCE

MN SECONDARY BUSINESS PROFESSIONALS OF AMERICA
MARCH 23-25, 2017

Registration materials NOT available until 8:00 am on Thursday.

THURSDAY, MARCH 23, 2017

8:00 - 11:00 AM
8:00 - 11:00 AM
11:00 - 11:45 AM
12:00 noon - 8:00 PM
2:00 - 9:00 PM
9:00 - 10:00 PM

10:00 - 10:30 PM
11:00 PM

General Conference Registration
Contest Proctor Review
Advisor Meeting followed by APG Meeting
Contests
Grading Center
General Session
*INCLUDES Torch Awards Recognition
Advisor Meeting/Social
Curfew

FRIDAY, MARCH 24, 2017

7:30 AM - 8:30 AM
7:00 AM - 9:00 PM
7:00 AM - 5:00 PM
7:00 AM - 5:00 PM
12:00 AM - 2:00 PM
9:00 - 11:45 PM
10:30 PM
12:00 Midnight

Judges Meeting & Orientation
Grading Center
Judged Contests
Contests
Judges Luncheon
Entertainment - To be determined
Advisor's Meeting
Curfew

SATURDAY, MARCH 25, 2017

8:00 AM - 2:00 PM
8:00 - 10:00 AM
9:30 AM - 12:30 PM

12:30 PM

Luggage Storage
Advisor Contest Review
Grand Awards Session
*INCLUDES Special Recognition
Depart