

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 review 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: Stephanie Neulig
 Date: 9/18/15

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: _____
 Date: _____

Assistant Superintendent: Recommended
 Not Recommended

Name: W. Amick
 Date: 9/29/15

School Board: Approved
 Not Approved

Name: _____
 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: Myers-Wilkins Elementary - 5th Grade
2. Contact Person (Responsible for Checklist Completion): Jennifer Pederson
3. Field Trip Date(s): ~~October 19-21, 2015~~ February 8-10, 2016 Destination: Deep Portage Learning Center
4. Field Trip Overview (Include events, establishments and locations): Students are involved in experiential science, inquiry, + community/team based activities throughout each day @ Deep Portage's Student Centered Facilities
5. Field Trip Departure from School (Date and Time): Oct 19, 2015 8:15 am
Field Trip Return to School (Date and Time): Oct 21, 2015 2:15 pm
6. Objectives of Field Trip: Students will experience lessons guided by the MN grade 5 Academic Standards in Science: Strand 4- Life Science + Strand 1- The Nature of Engineering
7. Relationship to Curriculum or Student Learning: Direct correlation to science strands + Community building efforts taught at Myers-Wilkins
8. Planned Follow-up Field Trip Activities: pre + post activities, take place with in the Classroom that are directly tied to experiences @ Deep Portage
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	<u>\$50 / student 52 # students + \$25 / chap. 2 \$ 3,150</u>
Total Meals	<u>\$ Included</u>
Total Lodging	<u>\$ Included</u>
Total Transportation	<u>\$</u>
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier - Name: _____	<u>2313.60</u>
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name: _____	
Total Additional Stipends:	<u>\$ N/A</u>
Other:	<u>\$ N/A</u>
Total	<u>\$ 5,463.60</u>

Revenues	
District Budget Code:	<u>\$ 2313.60</u>
Booster Group	<u>\$</u>
Donations	<u>\$</u>
Student Fees	<u>\$ 3150</u>
Total Additional Stipends:	<u>\$</u>
Total	<u>\$ 5463.60</u>

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

Oct 19-21
2015
February 8-10, 2016

LOCATION

Deep Portage Learning Center
2199 Nature Center Dr. JNW
Hackensack, mn 56452
218-682-2325

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

Signature of Contact Person: _____

Jens Pederson

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: _____

Jens Pederson

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: HOSA 11th & 12th Grade
2. Contact Person (Responsible for Checklist Completion): Kimberly Plun
3. Field Trip Date(s): 11/12/15 - 11/13/15 Destination: Holiday Inn, St. Paul
4. Field Trip Overview (Include events, establishments and locations): M.T. HOSA Fall Conference
Run students for state officer positions
5. Field Trip Departure from School (Date and Time): Nov. 12 @ 7 AM
Field Trip Return to School (Date and Time): Nov. 13 @ 7 PM
6. Objectives of Field Trip: allow 3 to 4 students to run for office. allow 3 to 4 students to attend as voting delegates.
7. Relationship to Curriculum or Student Learning: Leadership, teamwork
POS & Career Pathway exploration.
Partnership for CTE, Implementing of HSP.
8. Planned Follow-up Field Trip Activities: _____
9. Field Trip Budget Request total 7 students & 1 adult.

Estimated Expenses	
Total Admission/Fees	\$ 360 ⁰⁰ / ₁₀₀
Total Meals	\$ 300
Total Lodging	\$ 346
Total Transportation	\$ 66
<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: (Sub)	\$ 592
Other: <u>HOSA membership</u>	\$ 22
Total	\$ 1386

Revenues		
District Budget	Code: <u>Parkville</u>	\$ 555.66
Booster Group		\$
Donations		\$
Student Fees		\$ 830 ⁴⁰ / ₁₀₀
Total Additional Stipends:		\$
Total		\$ 1386⁰⁰/₁₀₀

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
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- 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)~~ ^{10 (10)} 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

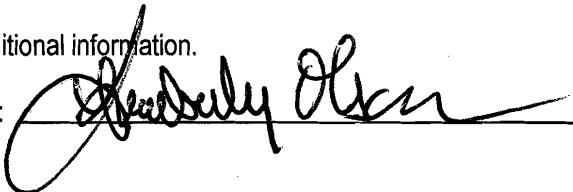
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored 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: 

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Xamick
 Not Recommended Date: 10/5/15

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: NOSA 11th + 12th Grade

2. Contact Person (Responsible for Checklist Completion): Kim Olson

3. Field Trip Date(s): 11/19/15 - 11/21/15 Destination: Camp Ripley

4. Field Trip Overview (Include events, establishments and locations):
Emergency Preparedness Camp Sessions in authentic setting on CPR, 1st Aid, etc.

5. Field Trip Departure from School (Date and Time): Nov. 19, 2015 @ 7:00am

Field Trip Return to School (Date and Time): Nov. 21, 2015 @ 7:00pm

6. Objectives of Field Trip: MN Host Emergency Preparedness Camp

7. Relationship to Curriculum or Student Learning: Leadership teamwork, POS + Career Pathway exploration.

8. Planned Follow-up Field Trip Activities: _____

9. Field Trip Budget Request *Costs based on 7 students + 1 adult attending.

Estimated Expenses	
Total Admission/Fees	\$ 400
Total Meals <u>(at conference per person \$32)</u>	\$ 236
Total Lodging	\$ 336
Total Transportation	\$ 180 ^{00/}
<input checked="" 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: <u>sub</u>	\$ 292
Other:	\$
Total	\$ 1464

Revenues	
District Budget	Code: \$ 508 ⁰⁰
Booster Group	\$
Donations	\$
Student Fees	\$ 955 ⁴⁴
Total Additional Stipends:	\$
Total	\$ 1464^{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
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- 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

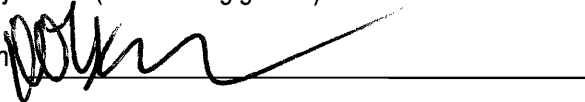
TIME

LOCATION

	TBA

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

Signature of Contact Person

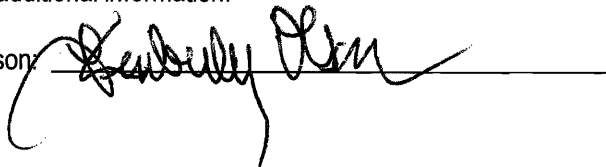


FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

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



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.

Business Professionals of America - Fall Leadership Conference November 2-3, 2014

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
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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: Daniel K. P.
 Not Recommended Date: 10/5/15

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: BPA 9-12 Grade Business - Marketing
2. Contact Person (Responsible for Checklist Completion): Julia Zobel
3. Field Trip Date(s): 10/31/15 - 11/2/15 Destination: Wyath Regency Minnesota 1300 Nicolet Mall, MN
4. Field Trip Overview (Include events, establishments and locations):
Business Professionals of America Fall Leadership Training - Wyath Regency, MN
5. Field Trip Departure from School (Date and Time): 10/31/15 @ 4pm
Field Trip Return to School (Date and Time): 11/2/15 @ 6pm
6. Objectives of Field Trip: BPA gives students leadership opportunities they need to survive & succeed.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of BPA. The goal is to give students the opportunity to demonstrate skills & attitudes in the competitive more competition in Region Competition
8. Planned Follow-up Field Trip Activities: more competition in Region Competition
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 140.00
Total Meals	\$ 80
Total Lodging	\$ 292
Total Transportation	\$ 116
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends: (sub)	\$ 146
Other: (ues)	\$ 15.00
Total	\$ 789

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$ 789.00
Total Additional Stipends:		\$
Total		\$

11. Reviewed/Completed Request Checklist: Yes No

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DIRECTIONS: Please complete checklist. No attachments are necessary.

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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)

Follow

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: _____ ~~Permy Field Advisor - BPA - September 10, 2014~~

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at EAST. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.