

EXTENDED TRIP REQUEST FORM

Send one copy of this form with related material to the Superintendent at least 90 days prior to the intended departure from Morris.

Title of Proposed Field Trip: Section and State Girls Tennis

Name of School : Morris Area High School

Name and School of Person in Charge: Britney House

Number of Students : 14

Group Taking Trip : Girls Tennis

Number of Supervisors : 2

Dates of Trip: October: 15, 19-20, 27-30, 2026

Approximate Cost of Trip: Please refer to previous year's expenses.

Please attach a statement relative to: (items one through eight)

1. The purpose and educational value of the trip including relationship to learner outcomes. (Give rationale and details of the trip.)

This is for the section girls tennis matches. Playing sports helps you stay in shape, teaches you how to organize your time, boosts friendships, and builds positive relationships with your peers and adults.

2. Background preparation (in class, etc.)

The entire tennis season is the background prep for this event.

3. Manner of selecting participants.

There will be 10 girls in the line up and 4 alternates for a total of 14 girls for team section play. For individual section play, 6 girls participate.

4. Itinerary: (include details on destination, lodging, and proposed activities.)

- ✓ Destination
- ✓ Dates of Trip
- ✓ Method of Travel to Destination
- ✓ Type of Accommodations
- ✓ Proposed Daily Activities
- ✓ Transportation at Destination

- 1) Sections are held in Sioux Falls, SD at Match Pointe. Team sections are held in October. Individual sections are held in October. Some dates are dependent on if the

team or players advance. State is October at Minneapolis, MN and would be dependent on advancing. We would take vans to transport the players. We will need to stay at a hotel one night for each event. The dates will be posted on the MSHSL Website.

5. Supervision to be provided. (A licensed staff member will be in charge of the trip. Additional adults will accompany the trip as agreed upon by the principal and teacher. The teacher and principal shall agree on the number of chaperones needed. This determination shall take into account student age and the nature of the site and length of the trip.)

Coach House, Coach Fischer, and/or Coach Velde will be the supervisors on the trip.

6. Explain source of funds and student involvement in raising funds and costs per student.

♦ How will funds be used to support students with financial needs?

Funds will come from the athletic department.

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7. What will the impact of this trip be on other teachers and students not participating?

This will impact other teachers because students will need to get out of class earlier in the afternoon and the supervisors will also need substitute teachers

8. How will the trip be evaluated?

This trip will be evaluated on successfulness based on the player's effort and enjoyment during section play, as well the final scores.

Request Submitted By: Britney House

Principal's Recommendation ☒ Approved ☐ Not approved

Comments:

Principal's Signature Date

SR 9/2/26

☒ Approved ☐ Not Approved

Superintendent Date

Shane Mosen

9/3/26

☐ Approved ☐ Not Approved

School Board Chair Date

STUDENT AND PARENT AGREEMENT FORM

I, (student), agree that this experience is an extension of my school classroom.

I agree that the chaperone is responsible for my learning experiences.

I agree that the chaperone will make decisions regarding my behavior, my daily schedule, and my activities.

I agree to meet the expectations for appropriate student behavior and to abide by the Morris Area Schools policies.

I agree that I will not use alcohol or any other controlled substance while I am a member of this trip.

I agree that the chaperone will follow specific procedures which may result in my being sent home at my parents' expense should I not follow instructions.

Signed

Date

I, (parent/s), understand that my child will be expected to abide by the Morris Area Schools expectations for appropriate student conduct at all times.

I understand that inappropriate behavior of my child may result in him/her being sent home from the trip at my expense.

I agree that the chaperone will make decisions regarding the well-being and educational experiences of my child while on this trip.

I agree that any expenses for emergencies for my child will be paid by me. This includes long distance phone calls to me, extra land transportation cost including taxis, legal fees, medical fees, extra hotel expenses, and airline fees should the student be sent home before the rest of the group.

I agree that if requested, I will provide up-to-date medical records of my child to the chaperone.

I agree that if my child needs appropriate documentation, such as a passport and visa, to enter and leave countries I will make certain these documents are provided prior to departure.

Signed

Date

Relationship to Student

CHAPERONE AGREEMENT FORM

Name Position Address Phone ***Background information***

Experience working with students

Special skills (WSI, First Aid, CPR, etc.)

Have you ever been convicted of a misdemeanor or felony? ☐ Yes ☐ NO If

yes, please explain

I certify that all the information I have provided on this form is true and complete to the best of my knowledge.

I agree that the students are my responsibility 24 hours per day.

I agree that the students for whom I am responsible are part of the whole group and I will promote the concept of total group cooperation.

I agree that the students will not be left without a chaperone.

I agree that the chaperones will meet as a group to discuss behavioral incidents and any other problems which may affect the success of this experience.

I agree that I will not undertake any personal excursions while I am a chaperone for the Morris Public Schools.

I agree that I will maximize learning experiences for the students.

I agree that I will follow specific procedures of the Morris Public Schools in handling

problems due to illness, discipline or any other emergency while I am a chaperone.

Signed

Date

Extended Trip Request Addendum - State One Act 2027

1. This trip aims to expose Drama Club and One-Act students to a wider range of literary arts experiences by viewing and discussing state-qualifying One-Act productions. The State One-Act exhibition is a two-day event, and we will attend both full days. Students will grow as dramatic performers and in their ability to comprehend complex literary works.
2. Background preparation: Drama club meetings detailing the trip and exhibition.
3. Participants will elect to go if it works with their schedules and they are in good academic standing.
4. Itinerary

Included is a schedule of events for the festival. In addition, our schedule will be as follows:

- Leave Morris early Thursday morning (2/4), time 8:30 am, vehicles/bus TBA (depending on the size of the group)
- Attend the festival exhibition at St. Catherine University (in St. Paul) half-day
- Lunch: at St. Catherine's dining hall
- Drive to the hotel: Country Inn & Suites by Radisson, Bloomington at Mall of America, MN, https://www.mshsl.org/mshsl/arts/OAP_Schedule.pdf.
- Discuss experiences and the value of the literary works presented
- On Friday, Feb. 5, have breakfast at the hotel
- Take the bus (or vans) back to St. Catherine University for a full day of performances beginning at 9:15 am.
- Lunch: at St. Catherine's dining hall
- Leave St. Paul at approximately 5:00 pm. Have supper somewhere on the way back to Morris
- Arrive in Morris by 9:00 pm

5. Supervision will be provided by the One-Act director, Kelly White, and other adults as decided by the administration
6. Funds will come from the Drama Club and students. The total cost to students, including meals and tickets, should be about \$100. Drama Club will likely subsidize that amount to make it more affordable for all.
 - Students with financial need will receive subsidies at a higher rate.
7. Student artists will grow and share their skills and energy in future theatrical performances. Student language arts skills will grow in ways that will inform their interpretation of literary pieces in English courses.
8. Through discussion immediately and through discussion within dramatic groups for years. As evidence of the effectiveness of learning experiences granted by One Act showcases, students who saw productions in 7th grade often still talk about them as seniors.