

INDEPENDENT SCHOOL DISTRICT NO. 194 Proposal for Extended Field Trip

Do not communicate with students and parents until the trip has been fully approved by the board.

A Proposal for Extended Field Trip form must be completed for any proposed student trip defined as an Extended Field Trip, either instructional or supplemental, as described in [School Board Policy 610](#), Extended Trips and Excursions. This request form must be completed and submitted **for approval at a School Board meeting held** a minimum of 30 days prior to the planned trip.

GENERAL INFORMATION

Board meeting date: 9/22/2026

Name of Building: LSHS

Date of Application: 9/11/2026 13:30:00

Teacher/Advisor: Kurt Weber

Group/Course: LSHS Girls High School Hockey Team

Total Adult Supervisors: 5

Number of Students: 40

Destination: Domestic Grand Rapids MN/ US

Has this trip been taken before? Yes

Educational Goal, Objective or Purpose of the Trip: Scrimmage festival

Departure Date: 11/6/2026

Return Date: 11/7/2026

School Days Missed: 1

Itinerary Summary: Competition and Team building

Will the field trip include a unique/out of the ordinary activity, such as canoeing, paintball, ropes course?

No

BUDGET INFORMATION

	COST FROM:	TOTAL COST
Transportation	Student/Family	N/A
Meals	Student/Family	N/A
Lodging	Student/Family	N/A
Insurance	Activity/Club	Activity/Club
Registration	Student/Family	N/A
Substitute Teacher	Activity/Club	N/A
Other	Activity/Club	Substitute Rate

TOTAL COST OF TRIP:		7000
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Total Cost to District: \$0.00

SUPERVISOR NAMES

Activities Director: Eric.Albright@isd194.org

Principal: Shaun.Murphy@isd194.org

Submitted by: webe1656@isd194.org

Date: 9/11/2026 13:30:00

DECISION PROCESS

Steps for Supervisors: must be completed by the Supervisors the Thursday prior to the School Board meeting.

1. Type your name next to your title
2. Enter the today's date
3. Click on the box next to your decision twice, right-click and select the checked box

Activities Director: Eric.Albright@isd194.org

Date: 9/16/26

- ☒ Approved - confirmed the total cost to District is \$0.00
- ☐ Disapproved

Principal: Shaun Murphy Shaun.Murphy@isd194.org

Date: 9/16/26

- ☒ ~~Approved — confirmed the Total Cost to District is \$0.00~~
- ☐ Disapproved

Completed forms will be sent to the School Board for final approval. See the [BoardBook](#) for official meeting minutes.