

St. Francis Area Schools

Business Services

4115 Ambassador Boulevard NW, St. Francis, MN 55070

763-753-7040 • www.isd15.org

Extended Trip Approval Form

Policy 610, Field Trips, provides information and expectations for extended trips (any trip that includes at least one overnight stay). Unless there are extenuating circumstances (such as a state playoff berth), submit the form to the building administration at least 45 days prior to the planned trip. The extended trip should also be directly aligned with district goals.

Name of Requestor: Dawn Abraham Date turned in: 9/10/26

Organization: Student Councils School Days Needed: 1

Leave Date of Extended Trip: Sun, Nov 8 Leave Time of Extended Trip: 9:00am

Return Date of Extended Trip: Mon, Nov 9 Return Time of Extended Trip: 2:00pm

Location of Trip: Craguns - Brainerd Name of Lodging: Cragun's

Name of Event: Fall Leadership Forum - MASL

Number of Students: 25 Number of Chaperones: 2

Transportation Needed: no Cost per Student: \$ 115.00

Itinerary attached: ☒ Yes ☐ No

MSHSL Approval and Forms: ☐ Yes ☒ No

Activities Director Printed Name and Approval Signature (if required): [Signature]

Principal Printed Name and Approval Signature: [Signature]

Superintendent Printed Name and Approval Signature: _____

School Board Printed Name and Approval Signature: _____

Emergency Contact #1 Name and Phone Number: _____

Emergency Contact #2 Name and Phone Number: _____

Procedure: An "Extended Trip Approval Form" must be approved by the school board for any extended trip. Do NOT formally publicize or discuss the trip with students, and do not make any financial commitments until the request has been approved by the School Board.

Supervision: All non-students accompanying the trip must have background checks completed prior to the trip. These forms are available on the district website and should be turned in 10+ days prior to the trip.

Transportation: All drivers must be appropriately licensed, including completion of a Type III vehicle check through the Transportation Department.

Lodging: All student groups are required to stay in a hotel unless there is a bona fide non-monetary reason for not staying in a hotel (for example, a camping trip). Personal cabins are not allowed.

Room Assignments: The goal is to ensure students are comfortable with their roommate(s) on overnight trips. Coaches and advisors make room assignments; requests for changes to room assignments will be reviewed on a case-by-case basis. Parents may request to find out room assignments for their child. Chaperones may not room with a student unless the chaperone is the parent/guardian.

Permission Slip: The parent/guardian permission slip will include the following (if required): "Any issues regarding, or resulting from, transportation delay on a field trip are solely matters of contract between the student/family and the travel agent/travel carrier. Any additional transportation or other out-of-pocket expenses incurred by the student/family as the result of terrorism, weather, mechanical malfunction, delays, or any other unforeseen occurrence will not be reimbursed by the School District. Families may choose to purchase optional trip insurance through an outside provider for added protection. Those who do not purchase insurance understand and accept the financial risk associated with potential delays, cancellations, or other unforeseen events."

USE AS WORKING COPY

2026 Fall Leadership Forum Schedule Cragun's Resort November 8th and 9th



Sunday

- 10:00-11:00 State Executive Board Meeting **Hospitality Suite 371**
- 11:00-12:00 Division President's Meeting and working lunch **Hospitality Suite 371**
- 11:30-12:30 Forum Check-in **Tamarack Sports Centre**
(Any arrivals that are after 12:30 should check in at the fitness center by-Door P/O)
- 1:00-2:15 Opening and Keynote: Lamarr Womble **Tamarack Sports Centre**
- 2:30-2:50 Hot Topics **Tamarack Sports Centre**
- 2:55-3:15 Hot Topics **Tamarack Sports Centre**
- 3:30-4:15 *Breakout #1* (choose 1)

<i>Who</i>	<i>What</i>	<i>Where</i>
College Admission Panel/College Experience	Come ready to ask questions about resumes, essays and college life. The panel will consist of a school counselor, current college sophomore, MASL Alumn, and an Independent Educational Consultant, working one-on-one with students to help them with the college research and application process.	Pine 3/4
United Way UW Central MN	Learn More about 988 and how you can be a part of helping others.	Pine 2

Special Olympics Emily Garness	Learn how you can be a part of something BIG by volunteering at events throughout the state and year.	Cedar 2
Canva, Instagram and Tik Tok Sydney Nguyen Sienna Sether	This workshop is designed to help you show off all that you do for your school and community. Let us help you build a social media platform that will make a huge impact at your school.	Cedar 1
Make A Wish Betsy King	Learn how, together, we can create life-changing wishes for children in Minnesota who are facing critical illnesses.	Cedar 3/4

4:30-5:15

Breakout #2 (choose 1)

<i>Who</i>	<i>What</i>	<i>Where</i>
The High School Experience	MIDDLE LEVEL STUDENTS: This is a panel of Exec Board students that will share their best tips for navigating life after middle school.	Cedar 1
Special Olympics Emily Garness	Learn how you can be a part of something BIG by volunteering at events throughout the state and year.	Cedar 2
"Break the ice and build the vibe!" Grace Nohner and Trisha Bemboom	This session will be all the go to icebreakers and activities that you need for your school and council. Come ready to connect and play!	Pine 3/4
"Leading in a New York Minute: From City to Shore to Hallways and Beyond" Bob Driver	From the streets of Manhattan to the calm of Montauk's coast, this session explores how fundamental leadership skills build individual leadership capacity. Discover how every "New York minute" offers if a lesson in relationships, reflection, and resilience—leadership that, like a skyscraper, is grounded in strong foundations and built to reach new heights.	Pine 2
Make A Wish Betsy King	Learn how, together, we can create life-changing wishes for children in Minnesota who are facing critical illnesses.	Cedar 3/4

5:30-7:00

Dinner and School Time

Room check-in, Work on Parade of Ideas

Please enter the dining hall via the main lobby entrance.

Trisha will be in the sports center and schools can come down and make spirit signs to bring back to their schools. Also, if students are interested in learning more about the LEAD conference, please come visit Trisha during this time.

- 5:30-6:00** Red Lanyards- Dinner **Dining Room**
Yellow and Blue Lanyards-School Time
- 6:00-6:30** Yellow Lanyards-Dinner **Dining Room**
Red/Blue Lanyards-School Time
- 6:30-7:00** Blue Lanyards-Dinner **Dining Room**
Red/Yellow Lanyards-School Time
- 7:15-7:45** Division Meetings- **Tamarack Sports Centre**
- 7:45-8:15** Roundtables-**Tamarack Sports Centre**
- 8:15-8:30** Reflections and THE BIG REVEAL **Tamarack Sports Centre**
- 8:30-10:00** Evening Activities
Bingo- **Tamarack Sports Centre**
Music Trivia-**Pine 2**
Goosechase-**Start in Tamarack Sports Centre**
Join code: YBKRZP
Rock Painting/Kindness Clips-**Tamarack Sports Centre**
- 9:00-9:45** Bonfire on the Beach
- 10:00** Back to Rooms
- 11:00** Lights out

Monday

- 7:00-8:00** Breakfast/Clean up Room
- 8:15-8:30** Parade of Idea Presenters Line Up **Tamarack Sports Centre**
- 8:30-9:30** Parade of Ideas **Tamarack Sports Centre**
- 9:30-10:30** Keynote: **Tamarack Sports Centre**
- 10:30-11:00** Closing, State Preview, Conference Highlights **Tamarack Sports Centre**

Advisor Schedule

Sunday

- 11:30-12:30** Forum Check-in **Tamarack Sports Centre**
(Any arrivals that are after 12:30 should check in at the fitness center-Door P/O)
- 1:00-2:15** Opening and Keynote: Keith Hawkins **Tamarack Sports Centre**
- 2:30-3:15** Advisor Session with Keith Hawkins-**Pine 1**
- 3:30-4:15** Advisor Session with Jostens-**Pine 1**
- 4:30-5:15** Advisor Session with United Way-**Pine 1**
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- 5:30-7:00** **Dinner and School Time**
Room check-in, Work on Parade of Ideas)
Please enter the dining hall via the main lobby entrance.
- 7:15-8:15** Advisor Meeting -**Pine Ballroom**
- 8:15-8:30** Reflections and THE BIG REVEAL **Tamarack Sports Centre**
- 8:30-10:00** Evening Activities
Bingo- **Tamarack Sports Centre**
Music Trivia-**Pine 2**
Goosechase-**Start in Tamarack Sports Centre**
Join code:
Rock Painting/Kindness Clips-**Tamarack Sports Centre**
- 8:30-10:00** Advisor Hospitality - **Hospitality Suite 371**
- 9:00-9:45** Bonfire on the Beach
- 10:00** Room Checks by Advisors

Monday

- 7:00-8:00** Breakfast/Clean-up Rooms: Pack Vans/transportation
If you need luggage storage you may bring your items to the Sports Centre
- 8:15-8:30** Parade of Idea Presenters Line Up **Tamarack Sports Centre**
- 8:30-9:30** Parade of Ideas **Tamarack Sports Centre**
- 9:30-10:30** Keynote: **Tamarack Sports Centre**
- 10:30-11:00** Closing, State Preview, Conference Highlights **Tamarack Sports Center**

