

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: Lisa Marie Schrag Date turned in: 9.22.26
Organization: DECA School Days Needed: 1
Leave Date of Extended Trip: Nov. 8 Leave Time of Extended Trip: 3pm
Return Date of Extended Trip: Mon. Nov. 9 Return Time of Extended Trip: 5pm
Location of Trip: Hyatt Minneapolis Name of Lodging: Hyatt
Name of Event: Next Big Thing (Back to Business Conference)
Number of Students: 20 Number of Chaperones: 1
Transportation Needed: Van or Bus Cost per Student: \$125.
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."



**NEXT
BIG
THING**

FIRST BIG THING FALL CHALLENGE

Sunday

1:30 PM	Target Field Experience	(Optional – Target Field)
5:00 PM	Registration Materials Ready	Lake Bemidji
5:00 PM	Taco Dinner Buffet	Boundary Waters
6:30 PM	*** See Student Schedule	For Time and Location ***
	DECA Workshop	Great Lakes A
	Role Play Exam	Northstar Ballroom
7:00 PM	Advisor Training	Lake Minnetonka
7:45 PM	*** See Student Schedule	For Time and Location ***
	DECA Workshop	Great Lakes A
	Role Play Exam	Northstar Ballroom
9:00 PM	Evening Entertainment	Boundary Waters
9:30 PM	Advisor Networking	Lake Harriet
11:00 PM	Curfew	

Monday

7:00 AM	Registration Materials Ready	Lake Bemidji
7:00 AM	Luggage Storage	Lake Harriet / Lake Superior / Lake Minnetonka
8:30 AM	Opening Session	Great Lakes Ballroom
9:00 AM	*** See Student Schedule	For Time and Location ***
	Role Play Event	Expo Hall
	Comprehensive Exam (9:30)	Northstar Ballroom
	DECA Workshops (9:30)	Great Lakes A
		Great Lakes C
10:30 AM	*** See Student Schedule	For Time and Location ***
	Role Play Event	Expo Hall
	Comprehensive Exam (11:00)	Northstar Ballroom
	DECA Workshops	Great Lakes A
		Great Lakes C