

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: Katelyn Zupfer (Student Council Advisor) Date turned in: 10/2/26
Organization: Student Council (Middle School) School Days Needed: 1 (Monday)

Leave Date of Extended Trip: NOV 8, 2026 Leave Time of Extended Trip: 7:30 AM

Return Date of Extended Trip: NOV 9, 2026 Return Time of Extended Trip: 3:30 pm

Location of Trip: Brainerd, MN Name of Lodging: Cragun's Resort

Name of Event: Fall Leadership Forum hosted by MASL

Number of Students: 4 Number of Chaperones: 2

Transportation Needed: yes (I have done driving w/ school so no bus driver needed) Cost per Student: _____

Itinerary attached: ☒ Yes ☐ No MSHSL Approval and Forms: ☐ Yes ☒ No
tentative

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

X Principal Printed Name and Approval Signature: Heidi Critchley, Heidi Critchley

X Superintendent Printed Name and Approval Signature: _____

X School Board Printed Name and Approval Signature: _____

Emergency Contact #1 Name and Phone Number: Heidi Critchley 218-443-8586

Emergency Contact #2 Name and Phone Number: Todd Bergeson 320-226-2413

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."

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 - 3:15 *Breakout #1* (choose 1)

<i>Who</i>	<i>What</i>	<i>Where</i>
Using your leadership experience in your Post Secondary Resume		Pine 3/4
Wellness		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
AI		Cedar 1
Advocacy/Public Speaking		Cedar 3/4
		Dining Area
		Sports Centre

3:30 - 4:15 **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
Using your leadership experience in your Post Secondary Resume		Pine 3/4
Wellness		Pine 2
Being a Leader without a Title		Cedar 3/4
		Dining Area
Communication		Sports Centre

4:30 - 4:55 Hot Topics Tamarack Sports Centre-White Lanyards
and Hot Topics Pool Area - Orange Lanyards
5:00-5:25 Hot Topics Dining Room - Blue Lanyards

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.

5:30 - 6:00 Blue Lanyards- Dinner Dining Room
Orange and White Lanyards-School Time

6:00 - 6:30 White Lanyards-Dinner Dining Room
Blue and Orange Lanyards-School Time

6:30 - 7:00 Orange Lanyards-Dinner Dining Room
White and Blue Lanyards-School Time

7:15 - 7:45 State Service Project/Upcoming Events- Tamarack Sports Centre

7:45 - 8:15 Culture Challenge- Jostens -Tamarack Sports Centre

8:15 - 8:30 Wellness Activity/Reflections - **Tamarack Sports Centre**
You are my Rock

8:30 - 10:00 Evening Activities
Bingo - **Tamarack Sports Centre**
Music Trivia - **Pine 2**
Goosechase-Start in **Tamarack Sports Centre**
Join code:
Corn Hole/ Lawn Games - **Tamarack Sports Centre**
Swimming - **Pool area**

8:30 - 9:45 Bonfire on the Beach

10:00 - 11:00 Room Checks by Advisors/Lights out

Monday

6:30 - 7:45 Breakfast/Clean up Room

7:45 - 8:00 Parade of Idea Presenters Line Up **Tamarack Sports Centre**

8:00 - 9:30 Parade of Ideas **Tamarack Sports Centre**

9:30 - 10:30 Keynote: Isaac Eggebratten - **Tamarack Sports Centre**

10:30 - 11:00 Closing/ 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: Lamarr Womble - **Tamarack Sports Centre**
- 2:30 - 3:30** Advisor Session with Lamarr Womble - **Pine 1**
- 3:30-4:15** Advisor Session with Jostens-**Pine 1**
- 4:30-5:15** Advisor Session with United Way-**Pine 1**
- 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.
- 5:30 - 6:00** Blue Lanyards- Dinner **Dining Room**
Orange and White Lanyards-School Time
- 6:00 - 6:30** White Lanyards-Dinner **Dining Room**
Blue and Orange Lanyards-School Time
- 6:30 - 7:00** Orange Lanyards-Dinner **Dining Room**
White and Blue Lanyards-School Time
- 7:15 - 7:45** State Service Project/Upcoming Events- **Tamarack Sports Centre**
- 7:45 - 8:15** Service Project - Jostens -**Tamarack Sports Centre**
- 8:15 - 8:30** Wellness Activity/Reflections - **Tamarack Sports Centre**
- 8:30-10:00** Evening Activities
Bingo- **Pine 1**
Music Trivia-**Pine 2**
Goosechase-Start in **Tamarack Sports Centre**
Join code:
Corn Hole/ Lawn Games - **Tamarack Sports Centre**
Swimming - **Pool area**
- 8:30 - 9:45** Advisor Hospitality - **Hospitality Suite 371**
- 8:30 - 9:45** Bonfire on the Beach

10:00 - 11:00 Room Checks by Advisors/Lights out

Monday

6:30 - 7:45 Breakfast/Clean up Room

7:45 - 8:00 Parade of Idea Presenters Line Up **Tamarack Sports Centre**

8:00 - 9:30 Parade of Ideas **Tamarack Sports Centre**

9:30 - 10:30 Keynote: Isaac Eggebratten - **Tamarack Sports Centre**

10:30 - 11:00 Closing/ Conference Highlights **Tamarack Sports Centre**