Albert Lea Area Schools
Extended Field Trip Form

- ☐ *Schedule a meeting with the building principal/activities director about the requested trip.*
- ☐ *Complete the Extended Field Trip Form and Review Policy 610.*
- ☐ *If approved by the building principal/activities director, schedule a meeting with the Superintendent and building principal/activities director to review the requested trip.*

1. Name of sponsoring person:
   Andrew Gustafson
2. Name of school activity or class:
   MAAP STARS
3. Proposed dates of trip:
   10/22/26 – 10/23/26
4. Brief description of proposed trip:
   MAAP STARS Fall Leadership Conference
5. Educational objectives of the proposed trip:
   Focused on developing a team of student leaders who will lead on a local level and help motivate other students to get involved in MAAP STARS
6. How will the money be raised to finance the trip? Include proposed fundraising projects and the amount to be raised.
   Education Foundation Teacher Grant
7. Have you inquired about travel insurance with Kaley Grisim in the Business Office?
   No
8. Itemize the full cost to students:
9. List travel and lodging arrangements:
10. List itinerary (include dates):
    10/22/26 leave school @ 8:50am, Travel to Lake Beauty Camp in Long Prairie, MN
11. List chaperones and any special security provisions (chaperones must have district background check in place prior to field trip): ~~None~~ Andrew Gustafson

    10/23/26 Leave Lake Beauty Camp at 10:00am, travel back to school by 2:30 pm

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12. Project the number of students who will not be able to go on the trip due to time and/or cost:

13. Have alternative opportunities in the metro and surrounding area been explored?

14. Do the dates of the proposed trip conflict with any school time or community activities?

15. What arrangements will be made with parents in case of emergency-health, family, discipline, etc.?
Permission slips have been sent home.

As sponsor of the extended field trip I will ensure all school district policies, rules, and regulations are followed. I will ensure all chaperones have current background checks and follow all school district policies, rules, and regulations. I will alert the administration if there is any disciplinary or emergency situation.

[signature] 10/2/26
Signature of Sponsor Date

Recommendation

Approved or Not Approved 10/2/26 [signature]
Building Principal or Activities Administrator Date Signature

Approved or Not Approved 10/2/26 [signature]
Superintendent Date Signature

Approved or Not Approved _____ _____
School Board Chair Date Signature

MAAP STARS

"Achieving extraordinary life changing results for learners throughout the world"

We Make A Difference!

FALL LEADERSHIP CONFERENCE October 22 & 23, 2026

Lake Beauty Camp, Long Prairie

This is a two-day conference for student leaders. Each program may bring up to five students. The format will focus on developing a team of student leaders who will lead on a local level and help motivate other students to get involved in **MAAP STARS** activities. The students will stay together as a team for the workshops. Advisors are asked to participate with students in the workshops. **STARS** members will elect their leadership team for the next year. Everyone learns more about **STARS**. COST: $75 per participant, Chapter fee $150, one advisor free, mileage credit applied to total conference fees. Stay Wednesday night for free.

LEGISLATIVE DAY February 24, 2026

State Capitol, St. Paul

Each member school sends a group of student leaders to the State Capitol to meet with their legislators. A general session is held to provide information on the MAAP platform and educational issues. Key legislative leaders also address this group. This is an opportunity for students to share about their school experiences with legislators as well as see how their state government works firsthand. Costs: No registration fees, mileage credit for MAAP STARS Chapter member schools/districts.

SPRING EVENTS CONFERENCE May 6 & 7, 2026

Mankato, Minnesota

This is a two-day conference for all the **MAAP STARS** students from around the state. It gives students an opportunity to demonstrate the artistic, career, and life skills they have developed. Students participate in a wide variety of competitive and demonstrative events including: public speaking, career portfolio, employment interview, management decision making, parenting decision-making, community service projects, Life Smarts, display art work and perform project/artistic demonstrations that are done individually and/or in teams. **Cost:** $175 per participant, Two advisors free, two students free, mileage credit toward registration fees for MAAP STARS Chapter member schools/districts.

It is the culminating year end event that demonstrates the true meaning of ~

STARS: **S**uccess-**T**eamwork-**A**chievement-**R**ecognition-**S**elf-esteem

Please visit the MAAP website frequently, follow MAAP STARS Official on Instagram and "LIKE" the MAAP Facebook page.

- **MAAP Website Address:** http://www.maapmn.org
- **MAAP Facebook Page:** https://www.facebook.com/maapmn
- **MAAP STARS Instagram:** https://www.instagram.com/maapstarsofficial

TEMPLATE

MAAP STARS Fall Leadership Conference

Directions: Please enter your numbers/info in the red boxes
All of the other boxes will auto populate- Do **NOT** edit
Download completed invoice in pdf format and attached to registration.
Print pdf when completed and submit to school business office for payment.

Invoice for

Albert Lea Area Learning Center
211 W Richway Dr.
Albert Lea, MN 56007

Payable to

MAAP STARS
c/o Kristin Tuel
16553 County Highway 29,
Dalton, MN 56324

Do first --> **Credits**

Miles Round Trip	430	$296.00
Credit for one Advisor	1	$75.00
Credit Total		$371.00

Do second -->

Fees	#	Cost	Total price
Total # of Advisors	1	$75.00	$75.00
Total # of Students	4	$75.00	$300.00
Annual Chapter Fee		$150.00	$150.00
Pre-Conference Activities: Double Zip Line	0	$5.00	$0.00
Pre-Conference Activities: Climbing Tower	0	$5.00	$0.00
Pre-Conference Activities: Archery Tag	0	$5.00	$0.00

Enter a "0" for EACH activity, if no one is participating in a pre-conference activity.

Notes:

Payment is due prior or by the first date of the conference, October 9, 2025.

Subtotal	**$525.00**
Credits	**-$371.00**
Total Due:	**$154.00**