

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: 10/13/2026

Name of Building: LSHS

Date of Application: 10/2/2026 14:54:13

Teacher/Advisor: Kaitlin Kelly & Jaylene Weaver
Research

Group/Course: Seeds of Change

Total Adult Supervisors: 2-3 **Number of Students:** unknown at this time, seeking approval

Destination: International Costa Rica

Has this trip been taken before? Yes

Educational Goal, Objective or Purpose of the Trip: Student Developed Research Projects

Departure Date: 6/12/2027

Return Date: 6/21/2027

School Days Missed: None

Itinerary Summary: Field Research facilitated by University Professors, in lab work, classroom work

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

Yes - please ask your AD/Principal to contact the Business Office to further discuss (field trip waiver)

BUDGET INFORMATION

	COST FROM:	TOTAL COST
Transportation	Student/Family	Included in trip cost
Meals	Student/Family	Included in Trip cost
Lodging	Student/Family	Included in Program Registration

Insurance	Student/Family	Student/Family
Registration	Student/Family	\$5,500
Substitute Teacher	None needed	N/A
Other	N/A	N/A
TOTAL COST OF TRIP:		\$5,500

Total Cost to District: \$0.00

SUPERVISOR NAMES

Activities Director: Eric.Albright@isd194.org

Principal: Shaun.Murphy@isd194.org

Submitted by: kell4627@isd194.org

Date: 10/2/2026 14:54:13

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: 10/5/26

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

Principal: Shaun.Murphy@isd194.org

Date: 10/5/26

- ☒ X 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.

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GENERAL INFORMATION

Board meeting date: 10/13/2026

Name of Building: LSHS

Date of Application: 9/23/2026 11:44:45

Teacher/Advisor: Julie Brott

Group/Course: Encore

Total Adult Supervisors: 2

Number of Students: 18

Destination: Domestic New York City, NY

Has this trip been taken before? Yes

Educational Goal, Objective or Purpose of the Trip: Sing Strong A Cappella Competition

Departure Date: 1/29/2027

Return Date: 1/31/2027

School Days Missed: 1

Itinerary Summary: competition, broadway shows

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	Sunshine Travel Company	Sunshine Travel Company
Registration	Sunshine Travel	N/A
Substitute Teacher	Activity/Club	N/A
Other	Student/Family	N/A

TOTAL COST OF TRIP:		2, 233.00 per student
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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: brot1055@isd194.org

Date: 9/23/2026 11:44:45

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: 9/23/26

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

Principal: Shaun.Murphy@isd194.org

Date: 9/23/26

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GENERAL INFORMATION

Board meeting date: 11/13/2026

Name of Building: LNHS

Date of Application: 10/5/2026 11:59:10

Teacher/Advisor: Buck Kochevar **Group/Course:** North Girls Hockey

Total Adult Supervisors: 5 **Number of Students:** 28

Destination: Domestic Grand Rapids, MN

Has this trip been taken before? Yes

Educational Goal, Objective or Purpose of the Trip: 2 non conference hockey games

Departure Date: 11/13/2026

Return Date: 11/14/2026

School Days Missed: 1 full day on Nov. 13

Itinerary Summary: Head to Rapids for Friday Game. Leave 10:30 Friday morning.

Head to Hotel and check in. Lunch at 2. JV game at 5 and var. 7.

Saturday head to Hibbing and play at 11 and 2. After game head home.

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	Activity/Club	N/A
Meals	Activity/Club, Student/Family	Booster club and player
Lodging	Activity/Club	Booster Club
Insurance	Student/Family	Student/Family
Registration	Activity/Club	N/A
Substitute Teacher	District	District

Other	Activity/Club, Student/Family	nothing else
TOTAL COST OF TRIP:		Bus cost and rooms. \$4 or 5,000?

Total Cost to District: \$0.00

SUPERVISOR NAMES

Activities Director: Aaron.Soule@isd194.org

Principal: Kim.Budde@isd194.org

Submitted by: koch1085@isd194.org

Date: 10/5/2026 11:59:10

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
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Activities Director: Aaron.Soule@isd194.org

Date: 10/5/26

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

Principal: Kim.Budde@isd194.org

Date: 10/5/26

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GENERAL INFORMATION

Board meeting date: 10/27/2026

Name of Building: LNHS

Date of Application: 10/13/2026 22:04:08

Teacher/Advisor: Jennifer Baese **Group/Course:** Traveling Speech Team

Total Adult Supervisors: 4 **Number of Students:** 16

Destination: Domestic Northbrook, IL

Has this trip been taken before? Yes

Educational Goal, Objective or Purpose of the Trip: Compete at National-Level Tournament

Departure Date: 11/20/2026

Return Date: 11/23/2026

School Days Missed: 2

Itinerary Summary: Competition

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	\$1,290.00
Meals	Student/Family	\$1,920.00
Lodging	Student/Family	\$4,000.00
Insurance	N/A	N/A
Registration	Student/Family	\$2,280.00
Substitute Teacher	Activity/Club	\$190
Other	Student/Family	\$900.00 - Judge/Coach Stipend

TOTAL COST OF TRIP:		\$10,580.00
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Total Cost to District: \$0.00

SUPERVISOR NAMES

Activities Director: Aaron.Soule@isd194.org

Principal: Kim.Budde@isd194.org

Submitted by: krek0194@isd194.org

Date: 10/13/2026 22:04:08

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
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Activities Director: Aaron.Soule@isd194.org

Date: 10/14/26

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

Principal: Kim.Budde@isd194.org

Date: 10/14/26

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

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