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: Nathan Burr (Head Wrestling Coach) Date turned in: October 26th, 2026

Organization: St. Francis Wrestling School Days Needed: 1

Leave Date of Extended Trip: December 18th, 2026 Leave Time of Extended Trip: 7:00am

Return Date of Extended Trip: December 19th, 2026 Return Time of Extended Trip: 8:00pm

Location of Trip: Rochester MN Mayo Civic Center Name of Lodging: Hilton Garden Inn Rochester Downtown

Name of Event: Minnesota Wrestling Christmas Tournament

Number of Students: 15 (13 wrestlers and 2 managers) Number of Chaperones: 4 (coaches)

Transportation Needed: Yes (2 Vans) Cost per Student: $0 (Booster funded lodging)

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

Activities Director Printed Name and Approval Signature *(if required)*: Joan Johnson

Principal Printed Name and Approval Signature: Donnie Thompson

Superintendent Printed Name and Approval Signature: Karsten Anderson

School Board Printed Name and Approval Signature: Rob Schoenrock

Emergency Contact #1 Name and Phone Number: Nathan Burr 320-293-5223

Emergency Contact #2 Name and Phone Number: Kurt Werk 612-964-2037

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."

Below is the travel itinerary for the upcoming varsity GWC Christmas Tournament wrestling tournament in Rochester, MN. The drive from St. Francis High School to the Mayo Civic Center is approximately 115 miles (roughly 2 hours of travel time depending on traffic and winter road conditions).

Friday, December 18, 2026

- 6:45 AM – Student-athletes report to St. Francis High School (Locker Room / Van Loading)
- 7:00 AM – Vans departs from St. Francis High School
- 9:15 AM – Estimated arrival at Mayo Civic Center (Rochester, MN) / Check-in & Weigh-ins
- 12:00 PM – Tournament Session I begins (Day 1 wrestling)
- 9:30 PM – Estimated conclusion of Day 1 wrestling / Bus to team hotel & check-in

Saturday, December 19, 2026

- 8:00 AM – Wake-up / Breakfast at hotel
- 8:45 AM – Depart hotel for Mayo Civic Center / Day 2 Weigh-ins
- 10:00 AM – Tournament Session II begins (Day 2 wrestling)
- 6:00 PM – Estimated conclusion of finals and awards ceremony
- 6:30 PM – Vans depart Rochester for return trip (athletes will call parents with precise ETA)
- 8:45 PM – Estimated arrival back at St. Francis High School