

## DISTRICT 709

### FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- > Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- > Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

#### DEFINITIONS:

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

#### INSTRUCTIONAL TRIP ACTION

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

#### SUPPLEMENTAL TRIP ACTION

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

Instructional/Supplemental Trips need not be sent to District office.

#### EXTENDED TRIP ACTION

Principal:  Recommended Name: Kurt Kusch Marshall  
 Not Recommended Date: \_\_\_\_\_

Assistant Superintendent:  Recommended Name: [Signature]  
 Not Recommended Date: 2/7/12

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: Congdon Park 4<sup>th</sup> Graders
2. Contact Person (Responsible for Checklist Completion): John Bushey – Data Coach Congdon Park
3. Field Trip Date(s): 3/28/12-3/30/12      Destination: Wolf Ridge ELC -
4. Field Trip Overview (Include events, establishments and locations): All events occur on the Wolf Ridge campus. We stay in dormitories with 6-8 people/room. All food is served on campus in the cafeteria. All classes (3 per day) take place on the Wolf Ridge property near Finland, MN.
5. Field Trip Departure from School (Date and Time): 3/28/12 – leave 9:00am  
Field Trip Return to School (Date and Time): 3/30/12 reutnr to school @2:00pm
6. Objectives of Field Trip: To provide students a learning opportunity in a natural setting, in a hand-on real-life situation. The classes we take tie into our MN state Science, Physical Education, and language arts standards.
7. Relationship to Curriculum or Student Learning: Our district science curriculum is not currently well aligned with the MN State Standards. This trip involves a great deal of learning pertaining to our district science curriculum and the MN State Standards, bridging the gaps with our 4<sup>th</sup> and 5<sup>th</sup> grade students. It also helps develop personal growth for the students and builds teamwork skills.
8. Planned Follow-up Field Trip Activities: We use the experience to promote interest and motivation of learning the remainder of the year and even the following year. We will do Windows Movie Maker projects, a narrative about the Experience, and use all we learn as examples to model our Foss Kits and science teaching.
9. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees (includes 72 students, 5 staff members, and @20 chaperones)	<b>\$11,500</b>
Total Meals *included in above fees	\$ included
Total Lodging *included in above fees	\$ included
Total Transportation	<b>\$1018</b>
<input checked="" type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends: (snacks for everyone both evenings we are there)	<b>\$200</b>
Other:	<b>\$</b>
<b>Total</b>	<b>\$12,718</b>

<b>Revenues</b>	
District Budget    Code:	\$
Fundraising	<b>\$5,500</b>
Donations	<b>\$2,500</b>
Student & chaperone Fees	<b>\$5,000</b>
Total Additional Stipends:	<b>\$</b>
<b>Total</b>	<b>\$13,000</b>

11. Reviewed/Completed Request Checklist:       Yes       No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL  
FIELD TRIP REQUEST CHECKLIST - All Field Trips**

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary). *N/A*  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary) - *At Wolf Ridge & snacks*  
**Reminder:** Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

**TIME**

11:00am 3/28/12  
12:00 pm 3/28/12  
12:15 pm 3/30/12

**LOCATION**

Arrive at Wolf Ridge 6288 Cranberry Rd. Finland, MN  
Lunch first day, they off to classes - continue classes & meals until Friday 11:15am  
Leave Wolf Ridge - arrive back at Congdon Park @2:00pm

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: *John Bushay*

**FIELD TRIP REQUEST CHECKLIST - Extended Trip Only**

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: *John Bushay*

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

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Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: Joni Aundt  
 Not Recommended Date: 1-26-12

Assistant Superintendent:  Recommended Name: [Signature]  
 Not Recommended Date: 2/17/12

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:       Instructional       Supplementary       Extended

1. Organization/Grade/Course Planning Trip: MN State DECA
2. Contact Person (Responsible for Checklist Completion): Mike Deery
3. Field Trip Date(s): March 4-6, 2012 Destination: Minneapolis, MN
4. Field Trip Overview (Include events, establishments and locations): Competition for DECA  
Top 3 in each event qualify for ICDC in Salt Lake City

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5. Field Trip Departure from School (Date and Time): 8 AM, March 4, 2012  
Field Trip Return to School (Date and Time): 9 pm March 6, 2012
6. Objectives of Field Trip: Win & qualify for National DECA Competition

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7. Relationship to Curriculum or Student Learning: Competency based

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8. Planned Follow-up Field Trip Activities: Attend ICDC if students qualify

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9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 75.00
Total Meals	\$ 75.00
Total Lodging	\$ 300.00
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Coach HSC</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
<b>Total</b>	<b>\$ 450.00</b>

Revenues		
District Budget	Code: <u>1380-200-428-</u>	\$ 450
Booster Group		\$
Donations		\$
Student Fees	<u>Per Student x 20</u>	\$ 180
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 3,600</b>

INSTRUCTOR COSTS -  
PAID BY FEDERAL GRANT  
C. PEAKINS - TOTAL = \$450.

ESTIMATE - 15/20 STUDENTS  
ATTENDING  
20 x 180 = \$3,600

11. Reviewed/Completed Request Checklist:       Yes 4/30       No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
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- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
- Guide:** May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
- Reminder:** Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
- Guide:** Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
- Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
- Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

**TIME**

**LOCATION**

8 AM  
10 AM  
6 PM  
9 PM

March 4 depart Denfield  
Arrive Minneapolis 3/4/13  
Depart Minneapolis 3/6/13  
March 6 arrive Denfield

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: Mike Devy

## FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
- Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
- Example:** Home phone numbers, emergency contacts, medical information
- Additional Information
- Note:** Provide any additional information.

Signature of Contact Person: Mike Devy

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**INSTRUCTIONAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved  
 Not Approved

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal:  Recommended  
 Not Recommended

Name: Jim Acutt  
Date: 1-17-12

Assistant Superintendent:  Recommended  
 Not Recommended

Name: Jim Acutt  
Date: 2/7/12

## FIELD TRIP REQUEST FORM

Date of Submission: 1-6-2012Type of Trip:  Instructional  Supplementary  ExtendedAutomotive 10-12 SkillsUSA Club 1. Organization/Grade/Course Planning Trip:MATTHEW RANNILA 2. Contact Person (Responsible for Checklist Completion):3. Field Trip Date(s): Destination: BLOOMINGTON MINNESOTA SHERATON SOUTH  
7800 Normandale BoulevardTRAVEL TO BLOOMINGTON 4. Field Trip Overview (Include events, establishments and locations):MN. FOR 3 DAY SKILLSUSA Minnesota State Conference Studentswill compete in skill events AND attend Technical/Educational SeminarsFriday March 23 8:00 AM 5. Field Trip Departure from School (Date and Time):Sunday March 25 4:00 PM Field Trip Return to School (Date and Time):To compete with other Mn. High School 6. Objectives of Field Trip:Students in the Automotive Service Technology contestsAND to participate in training sessions aboutpersonal development skills 7. Relationship to Curriculum or Student Learning:Integrated part of AYES (Automotive Youth Education Systems)8. Possible Trip to National Conference Planned Follow-up Field Trip Activities:AND local job shadowing, mock interviews, AND summer employment

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>7 students @ \$100 each, plus 1 instructor</u>	\$ <u>800.00</u>
Total Meals	<u>1 Meal included, \$25 per day, 3 days = \$75</u>	\$ <u>600</u>
Total Lodging	<u>3 rooms, 3 days</u>	\$ <u>950.00</u>
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>School van Estimated cost 300 miles @ .555 =</u>	\$ <u>165.90</u>
<input type="checkbox"/> Commercial		
Transportation Carrier ~ Name:		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:		
Total Additional Stipends:		\$
Other:		\$
Total		\$ <u>2,515.90</u>



Revenues		
District Budget	Code:	\$
Booster Group	GRANT	\$ 640.90
Donations		\$
Student Fees	ACTIVITY ACCOUNT	\$ 1,875.00
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 2,515.90</b>

C. PERKINS = 1.00  
 75  
 INSTRUCTOR 300  
 165.90  
 -----  
 \* 640.90

11. Reviewed/Completed Request Checklist:  Yes  No  
 RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

### FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

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**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME	LOCATION
	<i>Students and Advisors will adhere to a detailed schedule provided by Mrs. SkillsUSA</i>

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person:  
*Matthew Phil Pennula*

### FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments *Done by prior Hotel Reservations*
- Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

*See Attachments*