

Memo

Date: January 11, 2023
To: Dr. Kent Mutchler
From: Scott McPeak
Re: Out-of-state Field Trip Request
Cc: Bonnie Johnson, Tom Rogers, Jamie Dunlap



OK 2/22 1/12/23

Office of the Assistant Principal

The following information pertains to a request made by a GHS faculty member and club sponsor to attend an event outside the State of Illinois:

Destination/Event: VEI Midwest Trade Show; Frankenmuth, MI

Bavarian Inn Lodge

1 Covered Bridge Lane
Frankenmuth, MI 48734
Phone: (989) 652-7200

Website: <https://www.bavarianinn.com/reservations/#/room>

Date of trip: Mar. 13-14 (or early 15), 2023

Length/time of trip:	Leave 8:00 am Mon.; Return late Tues. or early Wednesday
Staff Member:	Jamie Dunlap
Group:	VEI
# of Students:	approximately 20-28
# of Chaperones (if app.):	1 plus other VE facilitators
Transportation:	Coach Bus, split with other schools (TBD)
Total Cost of trip:	appx. \$350.00 per student (TBD)
How the trip will be paid for:	Individual students
Educational Benefit of trip:	Students will be attending and participating in a trade show to introduce their new firm and promote and sell their products.

At this Trade Show and competition, students will have an opportunity to:

- Network with employees from all Midwest VEI Firms
- Understand how to market products at a trade show
- Begin selling their product to other firm employees

This trade show booth will be designed by the entire firm at home, then transferred to the Tennessee trade show for several students to set up and begin to sell their products/services.

After participating in the VEI trade show, students will be able to:

- Apply a decision-making model to maximize consumer satisfaction when buying goods and services.
- Analyze a business organization's competitive position within the industry.
- Analyze customer groups and develop a plan to identify, reach, and keep customers in a specific target market.

Additional Info/video links:

[2022 National Trade Show – Virtual Enterprises International \(veinternational.org\)](https://www.veinternational.org/)

[Virtual Enterprise International Trade Shows – Small Business Sector – Virtual Enterprises International \(veinternational.org\)](https://www.veinternational.org/)

G

FIELD-TRIP REQUEST FORM

G

X

Please check one of the following:

☐ Field Trip-Curricular
☐ Field Trip-Activity
☐ Contest/Competition

☐ Enrichment activity (A & E)
☐ Performance

Important Criteria

1. This form **must be** submitted to the Assistant Principal for approval at **least *three (3) weeks before the trip.*** Please check with Sandy Wicklund regarding transportation availability. **IF TRANSPORTATION IS NEEDED, YOU MUST MAKE ARRANGEMENTS 3 WEEKS IN ADVANCE WITH SANDY IN THE MAIN OFFICE.**
2. Check your request against the "black out" dates located on the back of this page.
3. **Once the field trip is approved, please check the week BEFORE the trip to confirm transportation. Enter your substitute needs in AESOP.**

Teacher(s) Jamie Dunlap Course/Activity VEI Teacher(s) Cell # 8479896658

Chaperones: Jamie Dunlap and other VE facilitators on trip

Date submitted 1/11/23 Date of Trip 3/13 - 3/14 or 15/23 Day of the week Mon-Tues or Wed

Destination Midwest Region Spring Conf. and Exhibition Phone # 865-428-8600

Destination Address Bavarian Inn and Conf. Ctr., 1 Covered Bridge Ln., Frankenmuth, MI 48734

Additional Stops: _____ Address: _____ Time: _____

Departure time from school 8:00am Time of return to school TBD Total # of participants 20-28
(time you are leaving school) (time you will get back to school) (students, teachers, chaperones)

Transportation:

Driver Ed Van _____ School bus _____ Mini-Bus _____ Van Rental _____ Train _____ Lift Bus _____ Coach _____

Finance: **Field Trip Financial Form MUST BE INCLUDED WITH EVERY DEPOSIT TURNED IN!**

Amount per student ^{\$300-350} _____ Substitute exp _____ Coach Bus exp _____ Train Exp _____ Other _____

Substitute needed ☒ yes _____ no ENTER SUB NEEDS IN AESOP

Approved _____ Date _____

Department Chair

Approved _____ Date _____

Assistant Principal

OVER

OUT OF SCHOOL ACTIVITY RATIONALE
(To be submitted with the Out of School Activity Form)

Please provide a detailed description of your field trip and how it enhances the curriculum delivered to your students:

At this Trade Show and competition, students will have an opportunity to:
Network with employees from all midwest VEI Firms
Understand how to market products at a trade show
Begin selling their product to other firm employees
This trade show booth will be designed by the entire firm at home, then transferred to the Tennessee trade show for several students to set up and begin to sell their products/services.

Please relate how this field trip is tied to and supports the curriculum frameworks for this course:

After participating in the VEI trade show, students will be able to:
Apply a decision-making model to maximize consumer satisfaction when buying goods and services.
Analyze a business organization's competitive position within the industry.
Analyze customer groups and develop a plan to identify, reach, and keep customers in a specific target market.
These are some of the standards as outlined in the curriculum frameworks for this course.

**** Please attach a copy of the assignment or evaluation to be completed by students during or after the field trip.**

SCHOOL TRIP PERMISSION SLIP

Student Name: _____ Student ID# _____ Date of Trip: 3/13-14/23 Class: VEI
Destination: MI Trade Show, Bavarian Lodge, Frankenmuth, MI Instructor: Jamie Dunlap
Departure time: _____ Time of Return: _____ Transportation Coach bus
Cost: \$TBD What it covers: Trans, hotel, some meals

_____ my son/daughter has permission to take part in this school sponsored trip. I understand that each student must leave and return with the group in the transportation provided for by the school and that any violation of this rule could be grounds for disciplinary action. The group will be accompanied and supervised by a school representative. I understand and agree that neither the school district nor the school personnel are responsible beyond that of general supervision. I also understand that this is a prearranged absence and that my student is responsible for any and all work that is missed on the day of the trip. Field Trips are voluntary and students are **strongly encouraged** to attend school if they will be missing an important assignment, project, presentation, test review, or test on the day of the field trip.

*I hereby consent to my child attending the off campus activity described in this form. I am aware that a registered nurse or emergency first responder will not be in attendance on the bus traveling to or from or at this off campus event. At the elementary and middle school levels if your child has emergency medications in the health office these medications will be sent with the supervising staff member on the trip. At the high school level if your child requires emergency medications be with them during this event, please contact your building nurse to make arrangements. Emergency medications will NOT be sent from the nurses' office unless these arrangements have been made.

*Students are representing Geneva High School and the Geneva community on this trip. Please dress appropriately for the trip in accordance with the Teacher's instruction. Failure to dress appropriately may result in exclusion from the trip (and loss of any fee paid in association with the trip).

Parent/Guardian signature: _____ Home phone number: _____

This form must be returned and on file in the Main Office prior to the trip.

SCHOOL TRIP PERMISSION SLIP

Student Name: _____ Student ID# _____ Date of Trip: 3/13-14/23 Class: VEI
Destination: MI Trade Show, Bavarian Lodge, Frankenmuth, MI Instructor: Jamie Dunlap
Departure time: _____ Time of Return: _____ Transportation Coach bus
Cost: TBD What it covers: Trans, hotel, some meals

_____ my son/daughter has permission to take part in this school sponsored trip. I understand that each student must leave and return with the group in the transportation provided for by the school and that any violation of this rule could be grounds for disciplinary action. The group will be accompanied and supervised by a school representative. I understand and agree that neither the school district nor the school personnel are responsible beyond that of general supervision. I also understand that this is a prearranged absence and that my student is responsible for any and all work that is missed on the day of the trip. Field Trips are voluntary and students are **strongly encouraged** to attend school if they will be missing an important assignment, project, presentation, test review, or test on the day of the field trip.

*I hereby consent to my child attending the off campus activity described in this form. I am aware that a registered nurse or emergency first responder will not be in attendance on the bus traveling to or from or at this off campus event. At the elementary and middle school levels if your child has emergency medications in the health office these medications will be sent with the supervising staff member on the trip. At the high school level if your child requires emergency medications be with them during this event, please contact your building nurse to make arrangements. Emergency medications will NOT be sent from the nurses' office unless these arrangements have been made.

*Students are representing Geneva High School and the Geneva community on this trip. Please dress appropriately for the trip in accordance with the Teacher's instruction. Failure to dress appropriately may result in exclusion from the trip (and loss of any fee paid in association with the trip).

Parent/Guardian signature: _____ Home phone number: _____

OUT OF SCHOOL ACTIVITY CHECKLIST

Congratulations. Your trip request was approved. Please follow the checklist below to ensure a smooth trip for all involved. It is critical that you have accurate attendance information as well as departure and return times. Please contact me if you have any questions. Have a safe, enjoyable trip!

Scott McPeak

Two Weeks Prior to your Trip:

- ☐ **Transportation must be arranged with Sandy Wicklund.**
It is the teacher's responsibility to notify Sandy of any changes or cancellations.
- ☐ **A student list with ID #'s and the class periods (please include early bird, if applicable) that students will miss must be submitted to the attendance secretary.** *Updated lists reflecting any additions or deletions should be submitted to the attendance secretary prior to the trip. Always use the original list reflecting any additions or deletions.*

One Week Prior to your Trip:

- ☐ **A \$3.00 Field Trip fee must be collected from each student participating in the trip. Additional fees/charges must also be collected prior to the trip. All money must be submitted to Sandy Wicklund prior to leaving on the trip.**
- ☐ **CONFIRM TRANSPORTATION AND SUBSTITUTES WITH SANDY WICKLUND!**
- ☐ **A list of every student who will be on the trip and the times they will be absent (including early bird, if applicable) must be emailed to 'GHSEmployees'.**
- ☐ **Parent/Guardian permission slips with parent signatures must be filled out, signed and returned to the teacher. All signed permission slips must be turned in to Sandy Wicklund prior to leaving on the trip. Students without permission slips **WILL NOT** be allowed to go on the field trip.**

PLEASE RETURN THIS FORM ALONG WITH PERMISSION SLIPS AND FIELD TRIP DEPOSITS ONE WEEK BEFORE THE FIELD TRIP!



The morning of your Trip:

- ☐ **Immediately prior to departure, the supervising teacher is responsible for confirming names of students who are attending with the attendance secretary. Be sure to indicate additions or deletions from the ORIGINAL list submitted. If you depart prior to the start of the day, leave a message at 463-3801.**
- ☐ **Supervising teachers must leave a cell phone number where they can be reached with Sue Rasich.**
- ☐ **An accurate list of students attending the trip must be submitted to the bus driver(s). If multiple buses are used, a list for each driver is necessary.**

This form must be returned and on file in the Main Office prior to the trip.
Blackout Dates – 2018-2019

*Ordinarily, field trips will not be allowed during the following periods of the school year:

September 10 – September 14 (Homecoming)
October 10 – (Fall test day)
November 12 – November 16 (Week Prior to Thanksgiving break)
December 10 – December 114 (Week prior to finals)
March 18 – March 22 – (Week prior to Spring break)
April 9 – (testing)
May 20 – May 24 – (Week prior to Final's)

Also:

- Students must make arrangements with their teachers for homework or test makeup.
- Participation of students for any field trip is voluntary.
- Educational/Curricular Rationale (must be tied to instructional frameworks)
- Student Evaluation Component (Please attach to form when submitted)
- **FIELD TRIPS ARE NON-REFUNDABLE.**
- Thursday Field Trips must depart no earlier than 8:30 due to PLC schedule

If you must cancel a field trip please notify
Scott McPeak (ext.3807) and Sandy Wicklund (ext.3804)
ASAP!