

## EXTENDED TRIP REQUEST FORM

*Send one copy of this form with related material to the Superintendent at least 90 days prior to the intended departure from Morris.*

Title of Proposed Field Trip: **Boys Basketball to Moorhead**

Name of School: **Morris Area High School**

Name and School of Person in Charge: **Jacob Torgerson**

Number of Students: **About 40**

Group Taking Trip : **Boys Basketball Team**

Number of Supervisors: **3**

Dates of Trip: **February 13-14**

Approximate Cost of Trip: **The cost of a yellow school bus to Moorhead and overnight and back.**

**Please attach a statement relative to: (items one through eight)**

1. The purpose and educational value of the trip including relationship to learner outcomes. (Give rationale and details of the trip.)
2. Background preparation (in class, etc.)
3. Manner of selecting participants.
4. Itinerary: (include details on destination, lodging, and proposed activities.)
  - ✓ Destination
  - ✓ Dates of Trip
  - ✓ Method of Travel to Destination
  - ✓ Type of Accommodations
  - ✓ Proposed Daily Activities
  - ✓ Transportation at Destination
5. Supervision to be provided. (A licensed staff member will be in charge of the trip. Additional adults will accompany the trip as agreed upon by the principal and teacher. The teacher and principal shall agree on the number of chaperones needed. This determination shall take into account student age and the nature of

the site and length of the trip.)

6. Explain source of funds and student involvement in raising funds and costs per student.

♦ How will funds be used to support students with financial needs?

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7. What will the impact of this trip be on other teachers and students not participating?

8. How will the trip be evaluated?

Request Submitted By:

Principal's Recommendation ☒ Approved ☐ Not approved

**Comments:**

Principal's Signature Date



12/22/25

☒ Approved ☐ Not Approved



12/22/25

Superintendent Date

☐ Approved ☐ Not Approved

School Board Chair Date

## STUDENT AND PARENT AGREEMENT FORM

I, (student), agree that this experience is an extension of my school classroom.

I agree that the chaperone is responsible for my learning experiences.

I agree that the chaperone will make decisions regarding my behavior, my daily schedule, and my activities.

I agree to meet the expectations for appropriate student behavior and to abide by the Morris Area Schools policies.

I agree that I will not use alcohol or any other controlled substance while I am a member of this trip.

I agree that the chaperone will follow specific procedures which may result in my being sent home at my parents' expense should I not follow instructions.

Signed

Date

I, (parent/s), understand that my child will be expected to abide by the Morris Area Schools expectations for appropriate student conduct at all times.

I understand that inappropriate behavior of my child may result in him/her being sent home from the trip at my expense.

I agree that the chaperone will make decisions regarding the well-being and educational experiences of my child while on this trip.

I agree that any expenses for emergencies for my child will be paid by me. This includes long distance phone calls to me, extra land transportation cost including taxis, legal fees, medical fees, extra hotel expenses, and airline fees should the student be sent home before the rest of the group.

I agree that if requested, I will provide up-to-date medical records of my child to the chaperone.

I agree that if my child needs appropriate documentation, such as a passport and visa, to enter and leave countries I will make certain these documents are provided prior to departure.

Signed

Date

Relationship to Student

## **CHAPERONE AGREEMENT FORM**

Name Position Address Phone ***Background information***

Experience working with students

Special skills (WSI, First Aid, CPR, etc.)

Have you ever been convicted of a misdemeanor or felony? ☐ Yes ☐ NO If

yes, please explain

I certify that all the information I have provided on this form is true and complete to the best of my knowledge.

I agree that the students are my responsibility 24 hours per day.

I agree that the students for whom I am responsible are part of the whole group and I will promote the concept of total group cooperation.

I agree that the students will not be left without a chaperone.

I agree that the chaperones will meet as a group to discuss behavioral incidents and any other problems which may affect the success of this experience.

I agree that I will not undertake any personal excursions while I am a chaperone for the Morris Public Schools.

I agree that I will maximize learning experiences for the students.

I agree that I will follow specific procedures of the Morris Public Schools in handling problems due to illness, discipline or any other emergency while I am a chaperone.

Signed

Date

## Boys Basketball to Moorhead

1. Create and continue to build relationships through extra-curricular activities. Team building.
2. N/A
3. 9-12 boys basketball players
4. Going to Moorhead High School for a basketball game vs Kindred, ND. We will stay over and do something the next day and attend the Concordia College Basketball games.
5. Jacob Torgerson will be the main chaperone as the head basketball coach. Scott Gonnerman, Joey Fragodt will also be along.
6. Students fundraised at the golf tournament this past summer but the money will come from the basketball association except for the cost of what a school bus would run for the duration of the trip.
7. The other teachers impacted would be 7th period teachers on Feb 13th as we will need to get out of school early.
8. Trip will be looked back on after to make sure everything went smoothly and so next time any hiccups could be corrected.

