

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 review 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: Tom Tuskey
 Not Recommended Date: 4-12-24

Assistant Superintendent: Recommended Name: Anthony Bueh
 Not Recommended Date: 4/23/24

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: Denfeld Ag and Science Department
2. Contact Person (responsible for Checklist Completion): Alison Wood
3. Field Trip Date(s): May 17-19 Destination: Wolf Ridge ELC
4. Field Trip Overview (Include events, establishments and locations): _____
Students enrolled in AFNR/Plant science classes (first or second semester) and students who are part of the Envirothon team. Classes over the weekend will include options of hiking, fishing, ecology, farming and of course, the challenge rope course.
5. Field Trip Departure from School (Date and Time): 3:45pm May 17
 Field Trip Return to School (Date and Time): 3:00pm May 19
6. Objectives of Field Trip: SWBAT demonstrate support for their classmates during a challenging experience, use a compass to complete an orienteering course, explore different types of rock and spring plants on a hike, practice farming skills.
7. Relationship to Curriculum or Student Learning: Students will be participating in hands-on learning and experiential activities to support that topics we have been learning and studying in class.
8. Planned Follow-up Field Trip Activities: Group reflection and planning session to expand the Denfeld school garden and forest.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission Fees	\$ 0
Total Meals	\$ 0
Total Lodging	\$ 0
Total Transportation	\$ 0
<input type="checkbox"/> School District Vehicle(s)	0
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	0
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	0
Total Additional Stipends:	\$ 0
Other: <u>cost for 4 adult chaperones \$181/each</u>	\$
Total	\$ 724

Revenues	
District Budget Code: <u>Ag Forest</u>	\$
Booster Group	\$
Donations	\$
Student Fees	\$ \$40
Total Additional Stipends:	\$
Total	\$

*FFA Plant Sale account + WR grant
(\$26 free + reduced)*

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL