

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Danette Schow
 Not recommended Date: _____

Assistant Superintendent: Recommended Name: Anthony Bonh
 Not recommended Date: 4/27/22

I received the form on 4/27/22.

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: 4/14/2022

- Type of Trip: Instructional Supplementary X Extended
1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade
 2. Contact Person (Responsible for Checklist Completion): Kimberly Olson
 3. Field Trip Date(s): November 5th, 2021 Destination:
St. Cloud , MN
 4. Field Trip Overview (Include events, establishments and locations): Field trip request of state advisor. Career exploration and several break out sessions to explore healthcare careers.State curriculum competition
 5. Field Trip Departure from School (Date and Time): April 25th, 2022 0445am
Field Trip Return to School (Date and Time): April 26th, 2022 7-730 pm
 6. Objectives of Field Trip: State Competition in Health Professional Events
Give an understanding of HOSA through activities and educational sessions
Demonstrate leadership and teamwork through hands on activities
Begin growth in communication and leadership qualities through the election of state officers through the democratic process.
Motivate students to set health career goals through speakers and activities.
 7. Relationship to Curriculum or Student Learning: Students will gain experience in leadership, teamwork, Program of Study and Career Pathways, partnership for CTE, implementation of Health Science Programs, increased effectiveness of teaching, legislative training, confident speaking and writing skills and reinforcement of skills taught and application of skills.
 8. Planned Follow-up Field Trip Activities: National Conferences for HOSA. A service project will be completed.
 9. Field Trip Budget Request:

Estimated Expenses	
Total Admission/Fees (\$100.00 per person) (75 for advisor) 17 students	1918.00
Total Meals	Included is 4 meals with registration
Total Lodging advisor and 4 student rooms and 1 bus driver room	122.76 x 6 rooms \$736.56
Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Voyageur Private Vehicle (requires certificate of insurance) ~ Name:	\$1,800.00
Total Additional Stipends:	\$0
Other: Sub pay for 1 day	\$300 (Perkins)
Total	4754.56

Revenues		
District Budget	Code:01-380-005-428-000	

Booster Group	\$
Donations	\$
Student Fees \$100.00 registration and Cost of coach~1800(100 each)	\$3557
Total Additional Stipends:	\$
Total	\$

11. Reviewed/Completed Request Checklist: Yes

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x 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 on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide:
- One (1) adult for every twenty four (24) 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

0445
0510
0800
1630 April 26, 2022
1900

depart from East high school at 4:45 am Apr 25, 2022
Denfeld departure at 5:10am.
Arrive Kelly inn st. cloud
Depart from Kelly inn st. cloud to Duluth
Arrive Duluth East then to Denfeld

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

Signature of Contact Person: _____ Kimberly Olson 218.269.9116 _____

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- X Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary

- X Arrange Funding of Expenses During Trip
- X Arrange Meal Plans
- X Arrange Lodging Plans and Room Assignments
- X Collect Family Emergency Information for Students

Example: Home phone numbers, emergency contacts, medical information

- Additional Information Medical emergency Plan and Epi pen from nurse.

Note: Provide any additional information.

Signature of Contact Person: Kimberly Olson