



WAUNAKEE

COMMUNITY HIGH SCHOOL

301 Community Drive
Waunakee, Wisconsin 53597
(608) 849-2100

October 8, 2025

TO: Dr. Monica Kelsey-Brown
Board of Education Members

FROM: Brian Borowski

RE: National FFA Conference
Indianapolis, IN

FFA Advisors — Mrs. Rhonda Knapp, Mrs. Gina Trower, and Mrs. Kristina Putney — are requesting permission to plan a trip to the National FFA Conference, scheduled for **October 29 through November 1, 2025** in Indianapolis, IN. As this trip involves out-of-state travel and overnight accommodations, your approval is required. Conference details are provided below for your reference.

Students who have attended past FFA conferences have consistently represented themselves, the high school, and the district in an outstanding and professional manner. For this reason, I fully support the advisors' request and respectfully ask for your approval as well.

Thank you for your continued support of our agriculture students and staff.

Please feel free to contact me or one of the FFA Advisors if you have any questions.

TO: Mr. Brian Borowski
Dr. Brown
Board of Education Members

FROM: Rhonda Knapp, Gina Trower & Kristina Puntney - FFA Advisors

DATE: 10/7/2025

RE: Board Approval for Proposed Overnight/Out-of-State Trips

FFA Advisors, Mrs. Rhonda Knapp, Mrs. Kristina Puntney, and Mrs. Gina Trower are requesting permission for Out-of-State trip for FFA members in Grades 10-12 to attend the National FFA Convention October 29-November 1 2025. [Tentative Schedule Nat'l Convention](#) 2025

The Convention trip has been held for many years and has proven to be the highlight of many agriculture students' high school experience.

Please feel free to contact an FFA advisor with any questions about the request.

Out of State, Overnight Trips:

[National FFA Convention](#) (Grades: 10 - 12)

Date(s): October 29-November 1 2025

Location : Indianapolis, IN - Convention Center

Transportation: Coach Bus - Shared with 4 other district FFA chapters

Hotel/Lodging: SpringHill Suites by Marriott Indianapolis, 19317 Westmore Ln, Westfield, IN 46074

Virtual Option: Yes - session videos of the convention will be available online.

WAUNAKEE AGRICULTURE DEPARTMENT

Overnight/Out-of-State Travel Request

- Overnight stays within Wisconsin must be approved by the Principal & District Administrator.
- Out-of-State events must be approved by the District Administrator and the School Board.

CTSO: Waunakee FFA Chapter

Requestor: Mrs. Rhonda Knapp, Mrs. Kristina Puntney, Mrs. Gina Trower

Date of Event: October 29-November 1 2025

Location of Event: Indianapolis, IN

***Event Registration Cost:** \$100.00

***Lodging Cost:** \$230.00

***Travel Costs:** \$95.00

***Meal Costs:** \$25.00

**All costs are approximations from previous years, on a per-student basis - prices subject to change based on current rates*

Rationale for Request

**In your rationale be sure to include who will be paying for the cost of travel, lodging, meals, etc...*

Students are able to engage with other FFA chapters from around the Nation, to celebrate the FFA Organization's accomplishments for the year. Attending students have qualified for this trip through volunteering at chapter events, competing or attending State FFA events and attending leadership workshops held by chapters/organizations. Students have been able to see what we do at a WI State FFA level and express interest in learning more about what other FFA Chapters do from other states.

While at the National Convention, students are able to discover different career & college options, investigate different pathways from outside the state of Wisconsin and create connections with agribusiness through tours and presentations. If students qualify, they are able to compete in different categories of skill, advancing from local and state competitions. Other members are able to recognize student and chapter accomplishments in sessions and at the convention hall events.

The Waunakee FFA chapter covers 30% of the cost of the convention trip, with the Waunakee FFA Alumni covering the other 40% of the trip cost upon return. The member is responsible for about 30% of the cost.

Principal Approval: _____ **Date:** _____

District Administrator Approval: _____ **Date:** _____

School Board Approval: _____ **Date:** _____