

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 Minneapolis Mock Trial Tournament

Name of School Morris Area High School

Name and School of Person in Charge Seth Kelly & Aaron Jordan (MAHS)

Number of Students 7-12

Group Taking Trip Mock Trial Team

Number of Supervisors 1-2

Dates of Trip 1/2/26 - 1/3/26

Approximate Cost of Trip 350 + travel

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: Seth Kelly

Activities Director's Recommendation ☒ Approved ☐ Not approved

Comments: _____

 12/18/25
Activities Director's Signature Date

.....
☒ Approved ☐ Not Approved

 12/18/25
Superintendent Date

.....
☐ Approved ☐ Not Approved

School Board Chair Date

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 _____

Mock Trial 2026 Extended Trip Request - Addendum

- 1) We are organizing a trip to attend the Minneapple Mock Trial Tournament in Apple Valley. This tournament will include many class A teams and challenge us to know how to improve in our performance this year. Mock Trial promotes critical thinking, public speaking, and rhetorical application skills.
- 2) We will prepare for this by practicing a lot before that weekend.
- 3) Team members will be invited. Those with less financial support will be helped by some reserve Mock Trial funds, if possible.
- 4) Apply Valley, MN (Apple Valley High School)
 - a) Friday, **January 2nd** to Saturday, **January 3rd**
 - b) Mini bus or SUV
 - c) Hotel (researching now - 2 rooms needed for girls, 1 room for boys)
 - d) Eat supper on drive down, check in to our hotel when we arrive.
Check out the next morning and attend the tournament.
 - e) Leave from Apple Valley at the end of the tournament.
- 5) Seth Kelly (volunteer coach) has organized and Aaron Jordan (attorney coach) will attend.
- 6) Reserve funds may be used to support students with less available money. Students will pay contribute equally for hotel rooms.