



Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: HighSchool

Group/Class: BoysandGirlsCrossCountry

Teacher(s)/Advisor(s) submitting request: Jeff Dickman (Head Coach)

of students: 35 # of school personnel: 2 coaches # of chaperones: Minimum 6 (3 of each gender)

Destination: Detroit Lakes, MN (Stay) Perham, MN (Arvig Park) Competition

Address: Hotel or Resort in Detroit Lakes 56501

Have students received teachers' approval to miss class? Yes N/A No N/A

Departure Date: 8/28/2026 Departure Time: 10:30am Return Date: 8/29/2026 Return Time: 5:00pm

Days absent: When school is in session: N/A Non-school days/vacation time: _____

Have reasonable accommodations been made for students with disabilities? Yes X No _____ For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes N/A No _____ For trips outside the Continental US and those using a travel services, provide the name of the travel service:

N/A

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? _____

Who has signed off on discussing school discipline policies with staff and chaperones? _____

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: 1 N/A: _____

X Public Transportation _____ Contracted Transportation: _____
(Name of Service; attach contract)

Place of lodging: _____ Dates: 8/28 Overnight

COSTS: (Estimate per student)

Transportation \$ \$1300 Expenses to be paid by the district \$ 1300

Meals \$ \$45 per athlete/for trip Expenses to be paid by special funds \$ 1,575 All via Cross Country Boosters Acct

Substitute Teachers \$ _____

Lodging \$ \$1,800 (12 rooms @\$150/night estimate) Explain special funding and/or procedures for handling instances of economic

Other (fees, ins) \$ _____ need: Cross Country Booster Account for Lodging and Meals

Total \$ Estimated \$3500 from CC Booster Acct and \$1300 from District

TOTAL \$5000.00

The following documentation must be attached:

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

APPROVAL: Final approval requires the following signatures.

School Principal: _____ Date: _____

Superintendent (or Designee): _____ Date: _____

Board Approval: Yes _____ No _____ Date: _____

Comments _____

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy 03/22