

## 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

Principal:  Recommended Name: Jan Tish  
 Not Recommended Date: 1/25/23

Assistant Superintendent:  Recommended Name: Anthony K...  
 Not Recommended Date: 1/30/23

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 Science Department
2. Contact Person (Responsible for Checklist Completion): Kevin Michalick
3. Field Trip Date(s): 4/27/23 - 4/29/23 Destination: Chicago, IL
4. Field Trip Overview (Include events, establishments and locations): Travel to Chicago to visit various museums, etc.
5. Field Trip Departure from School (Date and Time): 5:30 am 4/27/23  
Field Trip Return to School (Date and Time): 10:00 pm 4/29/23
6. Objectives of Field Trip: Allow students to experience additional aspects of science.
7. Relationship to Curriculum or Student Learning: Demonstrate concepts in science such as Anthropology, Biology, Physics & Chemistry
8. Planned Follow-up Field Trip Activities: class discussion
9. Field Trip Budget Request

| Estimated Expenses   |                    |
|--|--------------------|
| Total Admission/Fees   | \$ 2925.50         |
| Total Meals  | \$ 200.00          |
| Total Lodging  | \$ 3227.28         |
| Total Transportation   | \$ 4840.00         |
| <input type="checkbox"/> School District Vehicle(s)  |                    |
| <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Minnesota Coaches</u> |                    |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____             |                    |
| Total Additional Stipends:   | \$ - - -           |
| Other: <u>Subs</u>   | \$ 600.00          |
| <b>Total</b>   | <b>\$ 11792.78</b> |

| Revenues                                 |       |                     |
|--|-------|---------------------|
| District Budget                          | Code: | \$                  |
| Booster Group                            |       | \$                  |
| Donations <u>Irving Community Club</u>   |       | \$ 1050.00          |
| Student Fees <u>350.00 x 32 students</u> |       | \$ 11,200.00        |
| Total Additional Stipends:               |       | \$                  |
| <b>Total</b>                             |       | <b>\$ 12,250.00</b> |

11. Reviewed/Completed Request Checklist:      Yes      No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL