

**DISTRICT 709
FIELD TRIP REQUESTS**

4 Do W. Ridge (Inside)

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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
 Not Approved

Name: Jerry Maki
Date: Dec. 23, 2010

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
Date: _____

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: Jerry Maki
Date: Dec. 23, 2010

Assistant Superintendent: Recommended
 Not Recommended

Name: _____
Date: 2/1/11

School Board: Approved
 Not Approved

Name: _____
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.

Jerry Maki

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: Lowell 4th grade environmental Learning at Wolf Ridge
2. Contact Person (Responsible for Checklist Completion): Patty Paquette
3. Field Trip Date(s): April 27th-29th, 2011 Destination: Wolf Ridge ELC - Finland, MN
4. Field Trip Overview (Include events, establishments and locations): Students attend and stay at ELC (Wolf Ridge) in Finland MN. They participate in nontraditional classes each day taught by Wolf Ridge staff. A majority of their time is outside engaging in hands on activities
5. Field Trip Departure from School (Date and Time): Weds. April 27th 9am
Field Trip Return to School (Date and Time): Fri. April 29th 3pm
6. Objectives of Field Trip: Encourage participation in outdoor experiences. Engage in activities that promote cooperation, stamina, healthy life choices, understanding of science concepts, and responsibility.
7. Relationship to Curriculum or Student Learning: Science: Rocks and Minerals, Animal Families, Outdoor studies, Social interaction.
8. Planned Follow-up Field Trip Activities: There is no follow up field trip.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees (includes teachers - Chaperones)	\$12,100.00
Total Meals Included in Admission fee	\$
Total Lodging Included in Admission fee	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyageur Bus Company</u>	1200.00
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: <u>journals from print shop</u>	\$ 127.00
Total	\$13,427.00

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$

It cost \$125 per person to go on the trip. They have the option to just pay the \$125 or participate in various fundraisers that we provide. Fundraisers include, but are not limited to Wolf Ridge Calendars sales, Lowell Spirit wear, Youngers Coupon Booklets, and Poinsettias from Engwells. They sell to family + friends, outside of area businesses, and at school events.

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- 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.
- 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
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) 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

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

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST –Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: Patricia H. Paquette

IMPORTANT INFORMATION FOR **4TH GRADE PARENTS REGARDING WOLF RIDGE**

Thanks to all of you that were able to attend the informational meeting to learn about your child's trip to **Wolf Ridge (ELC)** and thanks also to those who have already volunteered to help out with various projects. We need numerous volunteers to make this trip happen, so please fill out the attached Volunteer sign-up sheet letting us know how you can help and return to your child's teacher ASAP.

For those parents who are still wondering... **Wolf Ridge** (also known as the *Environmental Learning Center* or ELC) is located near Finland, MN. All Lowell 4th grade students will be fortunate enough to attend classes at **Wolf Ridge** for three days, April 27-29, 2011. Students are bussed to the facility and stay in dormitories for two nights. Their days are filled with education and adventure courses that focus on many different aspects of our environment. It has positive outdoor learning experiences for all who attend, students and adults, for more information visit www.wolf-ridge.org.

The tuition is \$125.00 per person. Each fourth grade student and chaperones have the opportunity to raise the \$125.00 fee by using the fundraising methods we provide or by earning the money on their own. Fundraising options are listed below.

Please fill out the attached Permission Slip and return to your child's teacher ASAP.

Current Options:

DIRECT PAY – Personal payment applied towards balance due. Payments of \$25.00 due each month starting with November 1, 2010 until paid in full.

CALENDAR SALES – The Wolf Ridge Calendar, featuring Northern Minnesota Images by Jim Brandenburg, are selling for \$16.00 each. Your child earns **\$12.50** from each calendar sold! They are great Holiday gifts, especially when personalized with important dates. Order forms are attached. Please send your order form with payments to your child's teacher no later than **Thursday, Oct. 21st**.

YOUNKER'S COUPON BOOKLETS – Collect donations from friends and family. For only \$5.00 each Younker's Community Day coupon booklets are available with over \$65 worth of savings to be used at their Community Day Event on November 13th. Your child receives the FULL **\$5.00** towards the trip. More information and order form is attached. Our group is scheduled to sell coupon booklets in the **Duluth Younkers** store on **Saturday, October 23rd from noon – 2pm**. Please wear your Lowell spirit wear if you have it. Please let Patty know in advance if you are unable to make it that day by calling 724-2413 or e-mailing at pattypcm@yahoo.com.

SHIRT SALES – We will have school shirts for sale. We are currently working on what shirts we will be offering this school year.

SCHOOL EVENTS – Opportunities will be available to sell the various fundraising items at school events. In October we have parent/teacher conferences. Please contact Sandy Johnson at 723-8118 for available shifts.

We are in need of Chaperones to go on the trip to Wolf Ridge. If you are interested in being a Chaperone please fill out the attached sheet and return to your child's teacher ASAP. The cost for Chaperones is also \$125.00 each person. You may cover this cost by fundraising or on your own.

All **checks** are to be made payable to **Lowell-ELC**. *When sending in any form of payment please make sure to put in an envelope with your child's name, teacher's name, and what the money is for, i.e. calendars, younker coupon booklets, or direct pay.*

Questions please contact Patty Paquette at 724-2413 or pattypcm@yahoo.com.

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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: Joni Aundt
 Not Recommended Date: 2-1-11

Assistant Superintendent: Recommended Name: Whitney Smith
 Not Recommended Date: _____

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: FCCLA - HERO
2. Contact Person (Responsible for Checklist Completion): Shonda Peltier
3. Field Trip Date(s): 4/17/11 - 4/19/11 Destination: Bloomington, IN Crown Plaza Sheraton Hotel
4. Field Trip Overview (Include events, establishments and locations):
Sheraton - Bloomington Hotel Crown Plaza
State Leadership Conference
5. Field Trip Departure from School (Date and Time): 4/17/11 @ 2:00 PM.
Field Trip Return to School (Date and Time): 4/19/11 @ 8:00 PM.
6. Objectives of Field Trip: State/National qualifying competition through
student organization in field of Early Childhood
7. Relationship to Curriculum or Student Learning: Apply classroom application to
be judged on a state, individual or team level, and national quality
8. Planned Follow-up Field Trip Activities: Hopefully attend National Competition July 2011,
present to peers / Lab pre school Community.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>100 per person - 14 student 2 chaper</u>	\$ <u>1,600.</u>
Total Meals	<u>2 meals on our x 16 people each at 10⁰⁰</u>	\$ <u>160.</u>
Total Lodging	<u>47.5 per room (4 rooms) x 5 rooms</u>	\$ <u>875.</u>
Total Transportation		\$ <u>400</u>
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>2 vans</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:	_____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	_____	
Total Additional Stipends:		\$ <u>—</u>
Other:		\$ <u>—</u>
Total		\$ <u>3,035.</u>

2635.00

Revenues		
District Budget	Code: <u>A. PERKINS</u>	\$ <u>585.-</u>
Booster Group		\$
Donations		\$
Student Fees	<u>175 x 14</u>	\$ <u>2450.-</u>
Total Additional Stipends:		\$
Total		\$ <u>3,035</u>

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- 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.
- 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
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) 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 *To be attached*

TIME	LOCATION
<u>4/17/11</u>	<u>leave Duluth</u>
<u>4/18/11</u>	<u>competition SLC / STAR</u>
<u>4/19/11</u>	<u>competition SLC / STAR / Awards / return home</u>

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

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: 

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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: John Aundt
 Not Recommended Date: 2-1-11

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: _____

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: STC Automotive SkillsUSA Club
2. Contact Person (Responsible for Checklist Completion): MATTHEW P. RANNILA
3. Field Trip Date(s): MAR 25-27 2011 Destination: Sheraton Bloomington Hotel, Bloomington MN
4. Field Trip Overview (Include events, establishments and locations): See ATTACHED DOCUMENT - GENERAL PROGRAM/ITINERARY UNDER "THE COMPLETE PLAN FOR THE STC Automotive 2011 SKILLSUSA"
5. Field Trip Departure from School (Date and Time): FRIDAY MARCH 25 2011 9 AM
Field Trip Return to School (Date and Time): SUNDAY MARCH 27 2011 3 PM
6. Objectives of Field Trip: TO ENABLE OUR STC STUDENTS TO COMPETE AND TO NETWORK WITH OTHER MINNESOTA STUDENTS IN THE 3 AREAS OF CITIZENSHIP, COMMUNITY SERVICE, AND Professional Development
7. Relationship to Curriculum or Student Learning: SKILLSUSA IS AN INTEGRAL COMPONENT OF THE Automotive Youth Education System (AYES) AND We participate to maintain THE AYES STANDARDS
8. Planned Follow-up Field Trip Activities: JOB SHADOWS AND SKILLSUSA Personal Development Program which is 20 hrs. online tasks
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>90 c 8</u>	\$ <u>720</u>
Total Meals	<u>80 c 4</u>	\$ 406 <u>40</u>
Total Lodging		\$ <u>800</u>
Total Transportation		\$ <u>150</u>
<input checked="" type="checkbox"/> School District Vehicle(s)		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
Total		\$ <u>2310</u>

Revenues		
District Budget	Code: <u>C Perkins</u>	\$ <u>331</u>
Booster Group		\$
Donations		\$
Student Fees		\$ <u>1979</u>
Total Additional Stipends:		\$
Total		\$ <u>2310</u>

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips
 DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
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- 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.
- 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
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) 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
MARCH 25 - 9:00 AM - 10:00 AM	TRAVEL TO BLOOMINGTON - Registration & General Sessions
MARCH 26 6:00 AM - 10 PM	BUS TO Contest site - Return to Hotel at 4 pm - meals on our own
MARCH 27 8:00 AM -	AWARDS Breakfast & AWARDS Ceremony - Hotel check out at 12 pm - Return to Duluth

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

Signature of Contact Person: Matthew P. Fennila

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only
 DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: Matthew P. Fennila

The purpose of the trip-

Since 1997 the Secondary Technical Center Automotive program has participated in SkillsUSA. As the lead instructor, it is my goal to bring our Auto Service Technology team to Bloomington, Minnesota on March 25-27, 2011 to participate in the Minnesota State SkillsUSA conference.

In the spring of each year, approximately 350 business and industry leaders get together and present nearly 70 skill and leadership contests to the student members from across the state. These are entry-level, hands-on skill contests, evaluated by the same leaders who prepared them. Four students from STC will be participating in the Auto Service Technology competition, and three students will be in attendance as observers, enhancing their knowledge and preparing for competition in the 2012 conference. These Auto Service Technology contests are based on industry driven occupational skill standards. Industry donates many thousands of dollars in prizes in the form of scholarships and tools for students placing in the top three positions, as well as equipment, training aids, and shop supplies for participating schools. Business partners work throughout the school year to plan the competitive events and many of these partners hire students right off the competition floor! The top three competitors in each area are recognized, and the first place winner will be offered the opportunity to participate in the national SkillsUSA conference in June of 2011.

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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: [Signature]
 Not Recommended Date: 2/2/11

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: _____

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: East Orchestra / 10-12 / Orch.

2. Contact Person (Responsible for Checklist Completion): MARK ESKOZA

3. Field Trip Date(s): 4/30-5/2/11 Destination: CHICAGO

4. Field Trip Overview (Include events, establishments and locations): See attached
(museums, Chicago Symphony - master class, etc
performance)

5. Field Trip Departure from School (Date and Time): 4/30 3:30 pm

Field Trip Return to School (Date and Time): 5/2 6:00 pm

6. Objectives of Field Trip: The students will experience performance, a
master class at Vandercook, science, math, music, art, architecture
and culture and be enriched and further educated.

7. Relationship to Curriculum or Student Learning: Music performance, learning
and experiencing.

8. Planned Follow-up Field Trip Activities: Discussion of what was learned and
experienced on the trip.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 570-
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	<u>See attached</u>
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of Insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$

Revenues	
District Budget Code:	\$
Booster Group	\$
Donations	\$
Student Fees @ 570	\$
Total Additional Stipends:	\$
Total	\$

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
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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
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) 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 *See attached*

TIME	LOCATION
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned Itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
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- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional Information.

Signature of Contact Person: 



**Duluth East High School Sterling Strings Chamber Orchestra
Performing Tour to Chicago, IL**

April 29 – May 2, 2011

Tentative Itinerary

(Dates and times for all activities outlined below are subject to change)

DAY ONE: Friday, April 29, 2011

- | | |
|-----------------------|--|
| 3:00 p.m. – 3:30 p.m. | Load the bus (1) |
| 3:30 p.m. – 6:30 pm | Travel to Eau Claire, WI (159 miles/3 hours of straight driving) |
| 15 minute | Rest stop on the driye to Eau Claire |
| 6:30 p.m. – 7:30 p.m. | Dinner in the Oakwood Mall - Food Court (student expense) |
| 7:30 p.m. – 1:00 a.m. | Travel to Lisle, IL (313 miles/5 ½ hour drive time) |
| 1:00 a.m. – 1:30 a.m. | Check into the Hilton Lisle/Naperville
3003 Corporate West Drive
Lisle, IL 60532
630-505-0900 – Phone
630-505-8948 – Fax |
- The hotel rooms have hairdryer, coffee maker, iron and ironing board.
 - Unpack (**DO NOT LEAVE** money in hotel room!!!)
 - Swim in the indoor pool (6:00 a.m. – 11:00 p.m.)

P.O. Box 490577
Minneapolis, MN 55449-0577
(763) 576-6909 · Fax (763) 322-0351
www.perftours.com

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- > 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: <input checked="" type="checkbox"/> Approved		* Name: <u>Am Kroeb</u> 2/1/11
<input type="checkbox"/> Not Approved		Date: _____
SUPPLEMENTAL TRIP ACTION		
Principal: <input type="checkbox"/> Approved		Name: _____
<input type="checkbox"/> Not Approved		Date: _____
Instructional/Supplemental Trips need not be sent to District office.		
EXTENDED TRIP ACTION		
Principal: <input type="checkbox"/> Recommended		Name: _____
<input type="checkbox"/> Not Recommended		Date: _____
Assistant Superintendent: <input type="checkbox"/> Recommended		Name: <u>Whitworth</u>
<input type="checkbox"/> Not Recommended		Date: _____
School Board: <input type="checkbox"/> Approved		Name: _____
<input type="checkbox"/> 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: East / Central DECA
2. Contact Person (Responsible for Checklist Completion): Mike Devney
3. Field Trip Date(s): 3/6-8/11 Destination: Hyatt Regency - Minneapolis
4. Field Trip Overview (Include events, establishments and locations): DECA State Competition

5. Field Trip Departure from School (Date and Time): 3/6 - 12:00 p.m.
Field Trip Return to School (Date and Time): 3/8 - 7:00 p.m.
6. Objectives of Field Trip: _____

7. Relationship to Curriculum or Student Learning: Co-Curricular Marketing Education

8. Planned Follow-up Field Trip Activities: Possible National Competition for qualifiers

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$160⁰⁰

\$160

per student

Revenues	
District Budget Code:	\$
Booster Group	\$
Donations	\$
Student Fees	\$160 per student
Total Additional Stipends:	\$
Total	\$

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

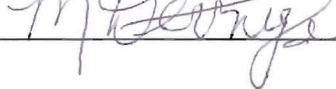
DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- 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.
- 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
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) 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

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

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: 