

Walker-Hackensack-Akeley ISD #113
Student Overnight Trip Preapproval Form

All overnight trips must be preapproved by the School Board and Superintendent. Head coaches must submit an itinerary, expense request, and plan for supervision to the Activities Director at least one month in advance of the trip for regular season events or as soon as possible after section championships for teams reaching the state tournament/contest.

For overnight trips during the regular season, the district will cover normal bus transportation expenses. Additional costs including lodging, meals, coach bus upgrades, etc. will be the responsibility of the individual program's fundraising and/or booster club budgets.

When WHA teams qualify for the MSHSL state tournament, the district will cover normal school bus transportation, lodging, and meal expenses. All other expenses will be paid for by the individual program and/or its booster club.

Program Name: Concordia Language ^{mini} Weekend
Head Coach/Advisor Name: Patty Knight

Head Coach/Advisor Cell Number (in case contact is needed): 218.760.1414

Reason for Trip: Language + Culture

Location of Trip (City, State): Bemidji, Mn

Dates of Trip: 3/27/26 - 3/28/26

Day and Time of Departure: 4:00pm 3/27/26 Day and Estimated Time of Return: 6:00pm 3/28/26

Transportation Needed (check one):

School Van

School Bus

Charter Bus (upgrade paid by program)

Lodging Location and Phone Number: at Spanish Village
Expenses paid by program for regular season events. At no time should students charge expenses to their room.

Description of plan for supervision of students throughout the trip: _____

Parents + myself depends on # of
students estimated (12)

Please attach the following documentation to this form prior to submission to your department supervisor:

Event Itinerary

TBD

culinary theme
cooking around the Spanish speaking countries

Transportation Request Form

TBD

Expense Request Forms (if necessary—see prior information on first page)

will provide scholarship for up to 12 students from
Spanish activity fund price estimated \$155 per

Advisor/Head Coach Signature Patty Knisley Date 2/2/24 student

Department Supervisor Signature Jill Harvey Date 2/2/24

Superintendent Signature _____ Date _____

Date of School Board Approval _____