

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
☐ Not Approved

Name: _____
Date: _____

SUPPLEMENTAL TRIP ACTION

Principal:

- ☐ Approved
☐ Not Approved

Name: _____
Date: _____

Instructional/Supplemental Trips need not be sent to District office. **EXTENDED TRIP ACTION**

EXTENDED TRIP ACTION

Principal:

- ☒ Recommended
☐ Not recommended

Name: [Signature]
Date: 10/24/18

Assistant Superintendent:

- ☒ Recommended
☐ Not recommended

Name: [Signature]
Date: 10/24/18

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.

FIELD TRIP REQUEST FORM

Date of Submission: October 10, 2018		
Type of Trip:	Instructional Supplementary	x Extended
1. Organization/Grade/Course Planning Trip	HOSA 11th and 12th	
2. Contact Person (Responsible for Checklist Completion):	Kimberly S. Olson	
3. Field Trip Date(s):	Nov. 1, 2018 and November 2, 2018 Minneapolis Marriott Northwest 7025 Northland Drive N, Brooklyn Park, MN 55428	
4. Field Trip Overview (Include events, establishments and locations):	2018-19 State Conference for HOSA will have 3-4 students that will compete for the offices.	
5. Field Trip Departure from School (Date and Time): Return to School (Date and Time):	09:00 am November 1, 2018 7:00 pm on November 2, 2018	
6. Objectives of field trip:	Students will be running for the state officer positions and to bring along voting delegates. Lessons in leadership, parliamentary procedures and career development.	
7. Relationship to Curriculum or Student Learning:	State officer will gain experience in leadership, teamwork, Program of Study and Career Pathways, partnership for CTE, implementation of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills and reinforcement of skills taught and application of skills.	
8. Planned Follow-Up Field Trip Activities:	Midwinter, State and National Conferences for HOSA, Service project.	
9. Field Trip Budget Request		

Estimated Expenses	
Total Admission/Fees (Paid for HOSA - 3-4 students plus advisor)	0
Total Meals (Breakfast, lunch and dinner) \$25.00 per person	\$125.00
Total Lodging (paid for HOSA)	0
Total Transportation (estimate) School District Vehicle(s) Commercial Transportation Carrier ~ Name: Private Vehicle (requires certificate of insurance)	\$165.00
Total Additional Stipends:	\$144.00
Other: Sub pay for 1 days	
Total	\$454.00

Revenues		
District Budget	Code:01-380-005-428-000	\$259.00
Booster Group		
Donations		
Student Fees		\$195.00
Total Additional Stipends:		
Total		\$454.00

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.

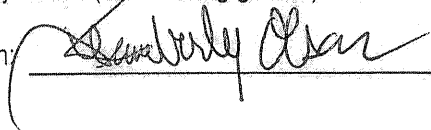
- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- ☐ Planned Itinerary WAITING FOR.....FROM STATE

TIME

LOCATION

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

Signature of Contact Person:

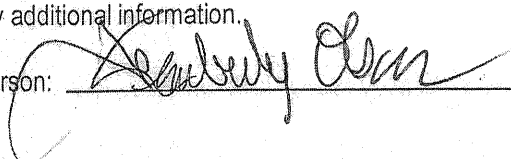


FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

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

Signature of Contact Person:




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About HOSA

HOSA is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership.

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. HOSA is 100% health care!



Since its inception in 1976, HOSA has grown steadily reaching over 200,000 members through 51 chartered **HOSA Associations**, American Samoa, Canada, District of Columbia, Germany, Italy, and Puerto Rico.

HOSA is not a club to which a few students in school join. Rather, HOSA is a powerful instructional tool that works best when it is integrated into the HSE and health science related curriculum and classroom. HSE instructors are committed to the development of the total person. Those who join the HSE-HOSA Partnership recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the health care field. The rapidly changing health care system needs dedicated workers who, in addition to their technical skills, are people-oriented and capable of playing a leadership or followership role as a member of a health care team.

HOSA's mission is especially critical when considering the acute shortage of qualified workers for the health care industry. It is essential that the HSE-HOSA Partnership maintain its momentum and encourage all HSE instructors to integrate HOSA into their curriculum and classrooms.



National Association of Secondary School Principals

The National Association of Secondary School Principals has placed HOSA on the NASSP National Advisory List of Contests and Activities for 2015-16.

The U.S. Department of Education has issued a policy statement in support of HOSA as one of the Career and Technical Student Organizations. A copy of the policy statement is available by [clicking here](#)