



Aztec Municipal School District Field Trip Request

The SkillsUSA Career and Technical Student Organization (CTSO) respectfully requests permission to travel to Albuquerque, NM.

Points to Consider Before Requesting Approval

- Appropriate for the age level, grade level, and curriculum?
- All district employees will travel on the bus unless prior approval by the Principal?
- Request made long enough in advance so that arrangements can be made prior to the trip?
- Written permission must be obtained from the parents or legal guardians?
- Have these students attended this trip or a similar trip in the past three years?

Justification for Trip – How does this trip align with your school’s current 90 Day Plan, the learning standards in your classroom, and how it will improve the learning of your students?

Type or attach narrative:

Aztec Municipal School District has recently added a new CTSO to our high school campuses! This opportunity for more students to build on the classroom concepts in their career and technical pathways will help reinforce learning and give the students opportunities to compete against other students their same age in their same CTE Pathway throughout the state of New Mexico. SkillsUSA has additional standards and curriculum for instructors to enhance what the students are learning during a typical school day. The CTSO is designed for students to spend more time with instructors after school and in competitive settings similar to a sports model. This type of organization reaches more students in different demographics than sports or the fine arts that are already established. This will be the first opportunity for our students to compete and test their skills to see where we are at as a program in our initial competition. This event will also look favorable in our grant reporting as the CTE landscape looks very favorable upon CTSO’s due to the additional rigor that is required and the increased success in academics that is a natural byproduct of at student led organization such as SkillsUSA.

Date(s) of Trip: March 26-29, 2025

Time of Departure: 12:00 pm **Time you will Arrive Back:** 5:00 pm

Names of Adult Chaperones: Brooke Hawkins, Windy Shult-Hellewell, and Brett Hellewell

Estimated Cost of The Trip: \$5,313.75. Please attach an itemized list of costs.

Will fundraisers be used to secure funds for this trip? Yes No

Please attach a list of approved fundraisers.

Name of Person Making Request: Brian Dowdy **Date Request Submitted:** February 26, 2025

Approved by:

Principal/Athletic and Activities Director:

_____ Date _____

Superintendent:

_____ Date _____

Board of Education: (If required per Board Policy IJOA)

_____ Date _____

**I-6500 IJOA
FIELD TRIPS**

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day and shall be limited to a distance of not more than one hundred (100) miles one (1) way from the school. Longer trips or overnight trips must have Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

Adopted: April 14, 2020