

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: | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | Name: _____ Date: _____ |
| SUPPLEMENTAL TRIP ACTION | | |
| Principal: | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | Name: _____ Date: _____ |
| Instructional/Supplemental Trips need not be sent to District office. EXTENDED TRIP ACTION | | |
| EXTENDED TRIP ACTION | | |
| Principal: | <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not recommended | Name: <u>Jon Flaa</u> <i>JW</i> Date: <u>11/7/17</u> |
| Assistant Superintendent: | <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not recommended | Name: <u>Bernardi</u> Date: <u>11/10/17</u> |
| School Board: | <input type="checkbox"/> Approved <input type="checkbox"/> 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, 2017

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade 2018 Spring Leadership and State Conference
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): March, 2018 Destination: Best Western Kelly Inn and Rivers Edge Conference Center, St. Cloud State, MN
4. Field Trip Overview (Include events, establishments and locations):
Students will be competing at the State Health Occupations Students of America (HOSA) now called Future Health Care Workers Spring Leadership Conference.
5. Field Trip Departure from School (Date and Time): Field Trip
March 19, 2017, 7:00 am
Return to School (Date and Time):
March 22, 2017 7:00 pm
6. Objectives of Field Trip:
Students will be competing at STATE HOSA
7. Relationship to Curriculum or Student Learning: Students 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: National Conferences for HOSA

9. Field Trip Budget Request

| Estimated Expenses | |
|---|---------------|
| Total Admission/Fees (Approximately 16 students and 1 Instructors) | \$1700 |
| Total Meals (About 75.00 per person) | \$1275 |
| Total Lodging (\$136 per instructor, 4 students per room - 4 rooms) | \$2040 |
| Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Voysgeur Private Vehicle (requires certificate of insurance) ~ Name: | \$1000 |
| Total Additional Stipends: | \$0 |
| Other: Sub pay for 3 days | \$432 |
| Total | \$6447 |

| Revenues | | |
|----------------------------|--------------------------|---------------|
| District Budget | Code: 01-380-006-428-000 | \$1075 |
| Booster Group | | \$ |
| Donations | | \$ |
| Student Fees | | \$5372 |
| Total Additional Stipends: | | \$ |
| Total | | \$6447 |

March 20-22nd, 2017

[Type text]

State Leadership Conference

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
- x Planned Itinerary

TIME

LOCATION

| | |
|-------|--|
| _____ | Awaiting itinerary from the state department |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- 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
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: _____

2017-2018
MN HOSA STATE OFFICER DATES

| | | | |
|-----------|--|---|---|
| December | 10 th & 11 th | State Officer Training- MANDATORY | St. Paul Holiday Inn East |
| November | 30 th | | Little Falls, MN |
| December | 1 st & 2 nd | MRC Camp- Camp Ripley | |
| January | 3 rd | Metro Mid- Winter Competitive Events Day | Northeast Metro 916 |
| January | 5 th | Southeast MN Mid-Winter Competitive Events Day | Rochester, MN Community College |
| February | TBD | Mid- Winter HOSA Activity | Duluth, MN |
| February | 18 th - 19 th | State Officer Conference Planning Meeting | Best Western Kelly Inn |
| March | February 14 th | State Officer Day at the Capitol with CTSO's | St. Paul, MN |
| March | 19 th – 22 nd | MN HOSA State Leadership Conference- MANDATORY | St. Cloud Best Western and Convention Center |
| June | 27 th – 30 th | International HOSA Leadership Conference | Dallas, Texas |
| September | 16 th -19 th Tentative dates | Washington Leadership Academy | Washington, DC |

MN HOSA 2017-2018

In the Know



Theme- HOSA: Create Your Future.

Membership fees: State- \$12.00, National- \$10.00- membership Registration is completed on line with Charter number and password. (New chapters need to contact Candy for this information.) Both memberships are paid to National HOSA.

Calendar of Events and Activities with costs of registration and hotel (if required)

| | | | | |
|--|--|--|---|--|
| Fall Delegate Conference | November 2- 3, 2017 | Minneapolis Marriott Northwest 7025 Northland Drive No. Minneapolis, MN 55428 | Registration- \$75.00 Hotel- \$142.25 (includes taxes) 1-4 per room | Tours on the 2nd Nov. 3 rd -Educational sessions on careers and colleges Dynamic career speakers Exhibitors Election of State Officers |
| MRC Camp(Medical Reserve Corps) | November 30 th -December 2 nd , 2017 | Camp Ripley- Little Falls, MN | Registration- \$85.00 (Barracks are free) | Speakers and certifications in CPR/ First Aid, Psychological First Aid, Emergency kits, Public Health Issues, Mock drills, Community Service project ideas |
| Metro Mid -- Winter Events day | January 3 rd , 2018 | Century College- White Bear Lake, MN | Registration- \$25.00 | Dress rehearsal of a number of HOSA Competitive Events in all categories. |
| Southeast Mid- Winter Events Day | January 5 th , 2018 | Rochester Community College Heintz Center, Rochester, MN | Registration- \$25.00 | Same as above. |
| Day at the Capitol | March, 2018 (Date TBD) | State Capitol | NO registration | A chance to highlight yourself and your HOSA Chapter to your Senators and Representatives. |
| State Leadership Conference | March 20 th - 22 nd | Best Western Kelly Inn and River's Edge Conference Center St. Cloud, MN | Registration- \$100.00 Hotel- \$99.00 plus tax | Competitions, Educational Sessions, exhibitors, Recognitions and Awards |
| International HOSA Leadership Conference | June 27 th -30 th , 2018 | Dallas, Texas | Registration and Hotel TBD | Top Three State Winners are eligible to compete or be a part of the Courtesy Corps, educational sessions and more. |

Are you interested in running for State Office? Application available.

Reminder- if you do any Community Service- look at the Barbara James Award. All hours are put in the Premier System to be recognized at the International Conference.

All Competitive Event guidelines and directions for submitting event work can be found on www.hosa.org under Competitions.

Any questions contact: Candy Leopold, MN HOSA State Advisor- email: cleopold@minnesotahosa.org or phone 612-590-4808.