



EXTENDED FIELD TRIP APPLICATION – PRELIMINARY APPROVAL

An Extended Field Trip is one that exceeds one night or more. Preliminary approval must be granted prior to the announcement of the trip to students or parents. Approval of this application authorizes the teacher/advisor to determine student and parent interest, acquire cost information, and generally assess the feasibility of the trip.

School: Rockford Area Schools

Group/Class: Rockford Rockets High School Gymnastics Team

Teacher(s)/Advisor(s) submitting request: Head Coach Averil Shrode

Estimated number of students participating: 17

Destination: Country Inn & Suites by Radisson, Minneapolis West, MN

Address: 210 Carlson Parkway, Plymouth MN 55447

Education and/or activity objectives: Team Inspiration & bonding - Attend the UofM Gopher Gymnastics meet followed by dinner & hotel sleepover.

Dates of the trip: Saturday, January 4, 2025 - Sunday, January 5, 2025

Days absent: When school is in session: 0

Non-school days/vacation time: 1-2

Estimated cost per student: Gopher meet (\$10-\$11) Dinner (\$15-\$25) = Approx \$40

Source of funding: Student: _____ District: _____ Other: _____
Booster Account - Cover hotel expense - Six rooms at approx \$109 each = Approx \$654 (without tax)

APPROVAL:

Preliminary approval requires the following signatures.

School Principal: _____ Date: _____

Superintendent (or designee): _____ Date: _____

Final Approval should be submitted to the Superintendent no later than: _____

STEP Two: Preliminary Trip Planning

- Consult Policy 610R Field Trips for detailed guidelines for trip planning and preparation.
- Meet with parents and students to determine interest.
- Ensure that reasonable accommodations are made for students with disabilities.
- Prepare and submit the FINAL APPROVAL form and submit to the building principal.
 - o **DO NOT** make final plans or expend funds toward the trip without first receiving FINAL APPROVAL.
 - o Teachers/trip advisors **may not** sign contracts with outside agencies. These contracts must be signed at the district level. Please submit the contract in advance of seeking final approval.

STEP Three: Secure FINAL APPROVAL

- Submit FINAL APPROVAL form.
- Allow for at least **six weeks** for the Extended Field Trip FINAL APPROVAL application to pass through the entire approval process.
- FINAL APPROVAL for travel outside the Continental United States must be **granted at least five months** prior to the trip.

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting the application, office copy