

OVER NIGHT and OUT OF STATE FIELD TRIP REQUEST FORM
Independent School District 308

Approval by the trip committee is needed before the school board will grant final approval. Trip plans should not be made until this approval is granted. This completed form should be returned to the Principal. Plan for at least 30 days turn around time at minimum.

Name of Organization Nevis Ag Club

Educational Benefit or Reason for Trip FFA State Convention

Dates of Proposed Trip 4/19/26 - 4/21/26 Destination St Paul / mpls
(attach itinerary)

Number of Students Planning to Attend 7 Number of Chaperones 3

Name of Chaperones Richelle Kowalke, Tasha Smith, Nic Podoll

Which chaperones have not had background checks? none

Cost to Each Student for the Trip none

Total Trip Cost Hotel - \$1840, Registration - \$200
(include hotel, subs, transportation, entrance fees-you may need to attach documentation)

How are funds to be raised? (Be as specific as possible) previous fundraising

What is the plan if not enough money is raised by the deadline? _____

What is the down payment required for the trip? 0

What type of transportation will be used? school van

What are the housing arrangements? hotel

What is the plan for communicating with parents of the students involved? attached schedule
(attach letters, phone log, etc.)

What are the eligibility requirements, ie. Grade, behavior? must be grade eligible

Other comments to support the trip _____

I, Richelle Kowalke, understand and accept the risk of supervising students on this trip.

Signed: Richelle Kowalke Date: 3-25-26

Committee Approval: Yes No
BW yes [Signature]