

**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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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 Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal:  Approved Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

Instructional/Supplemental Trips need not be sent to District office.

**EXTENDED/EXTERNALLY SPONSORED TRIP ACTION**

Principal:  Recommended Name: Amel K. Okboe  
 Not Recommended Date: 10/24/18

Assistant Superintendent:  Recommended Name: [Signature]  
 Not Recommended Date: 11/2/18

School Board:  Approved Name: \_\_\_\_\_  
 Not Approved 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, 2108	
Type of Trip:                    Instructional                    Supplementary	X Extended
1. Organization/Grade/Course Planning Trip:	HOSA 11th and 12th Grade
2. Contact Person (Responsible for Checklist Completion):	Kimberly Olson
3. Field Trip Date(s):	November 29, 2018 - 7:00 am December 1, 2018 7:00 pm Destination: Camp Ripley 15000 Highway 115 Little Falls City, MN
4. Field Trip Overview (Include events, establishments and locations):	Emergency Preparedness camp, lessons in an authentic setting on CPR, First Aid, Psychological First Aid and medical Reserve Corps along with educational training sessions for HOSA, and breakouts to learn more about careers in the medical fields.
5. Field Trip Departure from School (Date and Time): Field Trip Return to School (Date and Time):	November 29, 2018 - 7:00 am (tentative) December 1, 2018 7:00 pm (tentative)
6. Objectives of Field Trip:	MN HOSA Emergency Preparedness Camp
7. Relationship to Curriculum or Student Learning	Leadership, teamwork, POS and Career Pathway explorations, Partnership for CTE, implementation of Health, Science Programs (HSP), parliamentary procedures and citizenship.
8. Planned Follow-up Field Trip Activities:	Midwinter, State and National Conference for HOSA. The students will will be presenting two camps for our community implementing the information and skills taught.
9. Field Trip Budget Request:	

Estimated Expenses	
Total Admission/Fees: \$85.00 Estimate 7 students, 1 advisor)	680
Total Meals: Estimate \$20.00 each	160
Total Lodging: \$60.00 each	420.00
Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Private Vehicle (requires certificate of insurance) ~ Estimate (van)	200.00
Total Additional Stipends:	
Other: Subs	248.00
<b>Total</b>	<b>1708</b>

Revenues		
District Budget	Code:01-380-005-428-000	438
Booster Group		
Donations		
Student Fees		1270
Total Additional Stipends:		
<b>Total</b>		<b>1708</b>

11. Reviewed/Completed Request Checklist:                    Yes                    No

### FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

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

TIME

LOCATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awaiting from HOSA State advisor \_\_\_\_\_

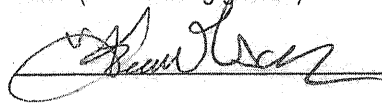
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- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person:



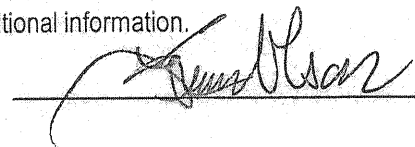
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### FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- 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:



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**2018-2019**  
**MN HOSA STATE OFFICER DATES**

November	9 <sup>th</sup> & 10 <sup>th</sup>	State Officer Training- <b>MANDATORY</b>	Marriott Northwest
November December	29 <sup>th</sup> , 30 <sup>th</sup> , & 1 <sup>st</sup>	MRC Camp- Camp Ripley	Little Falls, MN
January	10 <sup>th</sup>	Metro Mid- Winter Competitive Events Day	Northeast Metro 916/ Century College- White Bear Lake, MN
January	4 <sup>th</sup>	Southeast MN Mid-Winter Competitive Events Day	Rochester Community College- Rochester, MN
February	TBD	Mid- Winter HOSA Activity (Possible MRC Training?)	Duluth, MN
February	17 <sup>th</sup> & 18 <sup>th</sup>	State Officer Conference Planning Meeting	Best Western Kelly Inn
February	4 <sup>th</sup> & 5 <sup>th</sup>	HOSA / State Officer Day at the Capitol	St. Paul, MN
March	28 <sup>th</sup> – 30 <sup>th</sup>	MN HOSA State Leadership Conference- <b>MANDATORY</b>	St. Cloud Best Western and Convention Center
June	19 <sup>th</sup> – 22 <sup>nd</sup>	International HOSA Leadership Conference	Orlando, FLA
September	14 <sup>th</sup> – 17 <sup>th</sup> Tentative dates	Washington Leadership Academy	Arlington, VA