

**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 review 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 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
 Not Approved

Name: James [Signature]
 Date: 11/26/14

NOTE APPROVAL IS THE ACT TEST DATE FOR ALL JUNIORS.

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
 Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: _____
 Date: _____

Assistant Superintendent: Recommended
 Not Recommended

Name: _____
 Date: _____

School Board: Approved
 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:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Duluth FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Madole, FFA Advisor
3. Field Trip Date(s): April 26-28, 2015 Destination: St. Paul + Mpls Campus of UofM
4. Field Trip Overview (Include events, establishments and locations): Students qualifying to compete at the state level attend the Convention. Most events take place on St. Paul Campus with awards and general sessions at Marquette Arena, in Mpls. Anticipate teams in Wildlife, Forestry, Floriculture, Dairy Judging + Small Animals
5. Field Trip Departure from School (Date and Time): April 26, 2015 11:30 a.m.
Field Trip Return to School (Date and Time): Tues. April 28 at 6:00 p.m.
6. Objectives of Field Trip: Student competitions - and leadership opportunities w/ FFA. Students tour campus, gain bigger picture of Agriculture as a career option.
7. Relationship to Curriculum or Student Learning: Students use what they've learned in class in their career development events.
8. Planned Follow-up Field Trip Activities: Share w/ other members and class member. Their experience. Awards at the FFA Spring Picnic.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>Lunch included + convention registration fees</u>	\$ 490.00
Total Meals	<u>Anticipate 14 students = 30 + 1 advisor = 20 ea⁵⁰</u>	\$ 600.00 750.00
Total Lodging	<u>Breakfast included 5 rooms @ 90/night - 2 nights</u>	\$ 900.00
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier - Name:	<u>Voyageur School Bus</u>	1000.00
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name:		180.00
	<u>1 bus driver room - 2 nights @ 90</u>	\$ 180.00
Total Additional Stipends:	<u>1 male chaperone, room \$ 90, 2 nights</u>	\$ 180.00
Other:	<u>Substitute 2 days</u>	\$ 200.00
Total		\$ 3700

Revenues		
District Budget	Code: ?	\$
Booster Group	<u>student club acct</u>	\$ 2110.00
Donations	<u>Perkins funds</u>	\$ 540.00
Student Fees	<u>student 75.00 ea</u>	\$ 1050.00
Total Additional Stipends:		\$
Total		\$ 3706.00

<u>Student</u>	<u>Staff</u>
Bus - 1,000.00	78.00
Lodging 1,050.00	180.00
Meals 750.00	50.00
Regis. 458.00	32.00
Subst. -	200.00
Chaperone 180.00	
<u>3160.00</u>	<u>540.00</u>
2252	

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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 *personal*
- 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

See attached

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

Signature of Contact Person:

Jennifer Madole

FIELD TRIP REQUEST CHECKLIST - Extended 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 *will do*
- Additional Information
Note: Provide any additional information.

Signature of Contact Person:

Jennifer Madole

2015 Duluth FFA State Convention Itinerary

Sunday- April 26

- 11:30 a.m. Depart East
- 3:00 p.m. U of M St. Paul Campus (Registration (ends at 4:30))
Forestry Team Practice on Campus
Possible: "Farmland" The movie (90 min.) If so- depart for hotel at 4:30.
- 3:30 or 4:45 p.m. Arrive Hampton Inn, Shoreview
- 4:00 or 5:00 p.m. Meeting – Mrs. Madole's room
- 4:15 or 5:15- 6:15 p.m. Leisure time. Remember not to go anywhere on your own!
- 6:15 p.m. Dinner together- Green Mill?-- To be determined- -
- 7:30 p.m. Final Crash Course of the year! Critical for those who are interested in doing their best!
- 11:30 p.m. Curfew for all!

Monday- April 27

- 6:30 a.m. Bus departs Hampton Inn - All in official dress!
- 7:00 a.m. Arrive U of M St. Paul Campus (Fairgrounds Parking Lot)
- 7:05 a.m. Depart for CDE sites that start at 7:45 a.m. SHARP!
Dairy Judging- Warner Colliseum- Fairgrounds
Fish and WL Management- Buses depart CECC Cul de Sac Region 8,1,2,3 Bus leaves at 7:45.
Floriculture McNeal 33
Forestry Green Hall 110
- 8:30 1st Delegate Session begins
- 11:00-1:30 All You Can Eat-Lunch at Bailey Hall- Paid for by our Chapter funds
- 1:30 p.m. Workshops as assigned -REQUIRED
- 3:00 p.m. Bus departs from U of M Fairgrounds lot back to hotel *(or to Como Zoo- Conservatory)
- 4:30 p.m. Mall of America/Science Museum to be determined
- 11:30 p.m. Curfew for everyone!

Tuesday- April 28

- 9:30 a.m. On the bus to Bus Departs to Como Park Zoo and Conservatory opens at 10.
- 11:15 a.m. Pick up from Como to Fairgrounds Lot
- 11:30 a.m. Shuttle from Fairgrounds to U of M Mpls Mariucci Arena for Pizza Lunch (\$5.00)
- 12:00 p.m. 4th General Session and CDE Awards Mariucci Arena
- 2:30 p.m. Awards Ceremony concludes
- 2:45 p.m. Load U of M shuttle from Mariucci area to fairgrounds parking
- 3:00 p.m. Depart from fairgrounds lot with plaques and memories of a successful trip!
½ hr. Stop along the way- (North Branch or Hinckley)
- 6:00 p.m. Arrive East High School

March, 2015

Dear Parents/Guardians,

Congratulations to your student for qualifying to go to the Minnesota State FFA Convention! Our chapter participated in the following Career Development Events at the Region level this year: Forestry, Horse Evaluation, Dairy Cattle Evaluation, Floriculture-Greenhouse and Fish and Wildlife. 16 Students earned the opportunity to go to "state" due to their amazing performance! The state convention is April 26th-28th and will be held at the University of Minnesota. We are looking forward to attending and are proud to have your son/daughter represent the Duluth FFA Chapter.

We will be leaving from East entrance at 11:30 a.m. on Sunday and plan to return at 6:00 p.m. on Tuesday. If our arrival time home changes, we will call you. Students need to provide their own transportation to and from school. We will be traveling by school bus or school van depending on the number of students who are able to go.

Students need to wear "official FFA dress". This consists of black pants or skirt, white shirt, FFA tie or scarf, dark colored shoes and the FFA jacket. Our chapter will supply the jacket and neckwear. Bring casual clothes for "off campus" events and a swimsuit!

The cost: Our chapter funds will pay for **most** all costs with funds generated by our annual spring bedding plant sale. (This year it is May 13th. Mark your calendar!) Students attending the convention are EXPECTED to assist with the sale either on the day or at least 5 hours of time beforehand in preparation. In addition, students should plan to assist with costs by fundraising beforehand or paying \$25.00 before the event this will go towards 1 meal, registration, transportation and accomodations. Breakfast is provided at the hotel. Students will need to bring money for 4 meals (\$6 for a pizza meal on campus, 2 fast food dinners and 1 nice dinner at the Green Mill together). I anticipate the students would need about \$50.00 to cover these expenses. They are welcome to pack a lunch and snacks. We are also planning either a couple of free hours at the Mall of America on Monday evening. Students may wish to bring shopping money! Bottom line? Total cost to student is \$25 plus food and their own expenses.

Here's some other information you may need.

We will be staying at the Hampton Inn in Shoreview at 1000 Gramsie Road.

The telephone number is: 651-482-0402

Attached you will find an itinerary of convention events, "FFA Code of Ethics", "Rules of Conduct" and permission form. School district policies will also be in effect. *Please note: If a student violates the Rules of Conduct or terms given by the instructors, parents will be called to pick up or pay for the transportation home of their son/daughter.*

Please complete the required forms and \$25 (unless fundraised) and return to school by Tuesday April 14th.

If you have any questions, please feel free to call me at 336-8845 ext. 4039 or on my cell phone: 218-340-7040.

Sincerely,

Jennifer Madole
East High School

Permission To Attend the State FFA Convention to be returned by Tues. April

I give _____ my permission to attend the Minnesota FFA State Convention on April 26th-28th at the University of Minnesota, Mpls-St. Paul. *I also, have read the FFA Code of Ethics, Code of Conduct and Itinerary and understand that if my son or daughter violates the codes and does not abide by the plans, I will be called to pick him/ her up or will pay for his/her bus transportation home.*

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

Daytime phone

Evening phone

Cell phone

Health Information:

Please provide medical concerns/allergies/medications as appropriate.



FFA CODE OF ETHICS

We will conduct ourselves at all times in a manner that presents a positive image of our organization, our school, and our community by:

1. Dressing neatly and appropriately for the occasion.
2. Showing respect for the rights of others and being courteous to everyone at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property and rights of others.
5. Refraining from loud, boisterous talk, profanity and other unbecoming conduct.
6. Demonstrating sportsmanship in the showing, judging arenas, and meetings. Showing modesty in victory and graciousness in defeat.
7. Arriving at meetings on time and respecting the opinions of others in discussion.
8. Taking pride in our organization, in our activities, in our supervised agricultural experience programs, in our exhibits, and in the careers in agriculture.
9. Sharing with other's experiences and knowledge gained by attending National and State meetings.
10. MN FFA rules prohibit smoking at any time.
11. Remember delegates and members must wear official dress during all general sessions at state and national CDE's, at the workshops and while attending the convention on campus. (Blazers or business suits with tie are acceptable)

RULES ON CONDUCT

I have read the rules of conduct, understand them, and I will abide by them. I will accept the authority of the supervisors and advisors in charge of the trip. I will attend the sessions of the convention and make arrangements to report them to my chapter. I will be courteous at all times and respect the rights of other members. I will care for campus / accommodations property and respect the rights of others at the campus / motel / hotel. I will not purchase, use, or have in my possession any kind of alcohol, tobacco, drugs, or other chemical substances. I will be in my room and remain there after curfew time, and I will be dressed and out of my room by the time designated by the advisor for each day. I understand that any infraction of these rules will be grounds for my participation in the trip to be terminated and for me to be sent home at my parent's / guardian's expense. I pledge to attend the activities marked in this program.

Members violating or ignoring rules of proper conduct at the convention will be subject to disciplinary action and dismissal. Violations of the Code of Ethics or Rules of Conduct will be reported to local school administrators for disciplinary action.

Student Signature: _____

Parent Signature: _____

Chapter: Duluth

Advisor/s: Jennifer Madole