



Rockford Area Schools – ISD 883

EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: High School

Group/Class: FFA

Teacher(s)/Advisor(s) submitting request: Becky Cronk

of students: 1 # of school personnel: 1 # of chaperones: _____

Destination: National FFA Convention - Indianapolis Address: _____

Have students received teachers' approval to miss class? Yes X No _____

Departure Date: 10-28-25 Departure Time: _____ Return Date: 10-31-25 Return Time: _____

Days absent: When school is in session: 3.5 Non-school days/vacation time: _____

Have reasonable accommodations been made for students with disabilities? Yes X No _____

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes _____ No _____

For trips outside the Continental US and those using a travel services, provide the name of the travel service: _____

For trips outside of the Continental US, please attach your emergency procedures.

Who has signed off on discussing school discipline policies with students? _____

Who has signed off on discussing school discipline policies with staff and chaperones? _____

TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans: _____ N/A: _____

_____ Public Transportation _____ Contracted Transportation: _____

Place of lodging: Indianapolis (Name of Service; attach contract) _____
Marriott East Dates: 10-28-10-31

COSTS: (Estimate per student)

Transportation	\$ <u>500</u>	Expenses to be paid by the district	\$ <u>1720.80</u>
Meals	\$ <u>100</u>	Expenses to be paid by special funds	\$ _____
Substitute Teachers	\$ <u>450.00</u>		
Lodging	\$ <u>480</u>	Explain special funding and/or procedures for handling instances of economic need:	_____
Other (fees, ins)	\$ <u>90</u>		
Total	\$ <u>1720.80</u>		

The following documentation must be attached:

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

APPROVAL: Final approval requires the following signatures:

School Principal: _____ Date: 10/6/25

Superintendent (or Designee): Jeffrey P. Riddlehauer Date: 10.7.25

Board Approval: Yes _____ No _____ Date: _____

Comments _____

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