

**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 Name: \_\_\_\_\_  
 Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

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

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

**EXTENDED TRIP ACTION**

Principal:  Recommended Name: Danette Soboc  
 Not Recommended Date: 5-2-22

Assistant Superintendent:  Recommended Name: Art Heng Boh  
 Not Recommended Date: 5/19/22

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:

Type of Trip:  Instructional  Supplementary  Extended

- Organization/Grade/Course Planning Trip: : **HOSA 11<sup>th</sup> and 12<sup>th</sup> Grade**
- Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
- Field Trip Date(s): June 21-26 Destination: Nashville, TN
- Field Trip Overview (Include events, establishments and locations): General information regarding the National HOSA Conference is available at www.HOSA.org. Select the conferences tab from the top of the page and then select International Leadership Conference. The 2022 ILC leadership guide will have information
- Field Trip Departure from School (Date and Time): June 21@ TBA  
Field Trip Return to School (Date and Time): June 26 @ TBA
- Objectives of Field Trip: Students will be competing at National HOSA( Health Occupations Students of America) National Conference Leadership.
- Relationship to Curriculum or Student Learning: **Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.**  
**The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.**  
**HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.**
- Planned Follow-up Field Trip Activities: Article for paper.  
\_\_\_\_\_
- Field Trip Budget Request Awaiting **for a schedule to be put out by National HOSA. These prices are estimates from last year.**

<b>Estimated Expenses</b>	
Total Admission/Fees ~\$90.00 1 chaperone	\$ 90.00
Total Meals Three meals a day at five days \$27.00/day = \$189.00 x 2	\$ 378.00
Total Lodging \$234.50/night x 7 nights \$1,172.50	\$ 1,172.50
Total Transportation <input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: round trip \$50.00 approx. <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$ 50.00
Total Additional Stipends:Hosa Activity	\$85.00
Other: Airfare Approx. \$900.00	\$ 900.00
<b>Total</b>	<b>\$ 2675.50</b>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees Admission	\$90.00 ~9 students	\$ 810.00
Meals	\$27.00~9 students	\$ 243
Lodging	\$1172.50 x 9 students(390.00 each)	\$ 3517.50
Shuttle	~ 50.00 X 9 Students	\$ 450
Airfare	9 @ ~ \$900.00	\$8,100.00
Total Additional Stipends: HOSA Activity		\$ 765.00
each x 9 students		
<b>Total</b>	<b>"Students will all be self-pay"</b>	\$ 1492.00 each

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
- 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 email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintain Student Roster and Check-in/Check-out Procedure

5/2/22ILC HOSAKimberly Olson

x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: Kimberly Olson Instructor

### FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians

**Note:** Attach tentative planned itinerary.

x Arrange Funding of Expenses During Trip

x Arrange Meal Plans

x Arrange Lodging Plans and Room Assignments

x 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: Kimberly Olson Instructor