

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 reviewed 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 and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States 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: Danette Selau
 Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
 Date: _____

DU
3/23/17

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: [Signature]
 Date: 3/23/17

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 x Extended

1. Organization/Grade/Course Planning Trip: Business Professionals of America
2. Contact Person (Responsible for Checklist Completion): Barb Struck 733-5998
3. Field Trip Date(s): 5-9-17 – 5-14-17 Destination: Orlando, Florida
4. Field Trip Overview (Include events, establishments and locations): _____

This National 2017 BPA conference will be held at the Walt Disney World Swan & Dolphin Resort, in Orlando, Florida. Please see the attached agenda for specific details about the schedule.

5. Field Trip Departure from School (Date and Time):
May 9, 2017 6 a.m. (Duluth Airport)
6. Field Trip Return to School (Date and Time): May
14, 2017 (Duluth Airport)
7. Objectives of Field Trip:
The following are objectives of BPA's National Leadership Conference:

Participate in educational seminars and workshops.
Hear nationally prominent speakers.
Elect national student officers.
Participate in the Workplace Skills Assessment Program.
Participate in general assemblies designed to conduct the business of Business Professionals of America.
Transact business of the association.
Participate in leadership programs.
8. Relationship to Curriculum or Student Learning:
The competition allows students to practice what they have been working on since the onset of becoming a club member.
9. Planned Follow-up Field Trip Activities: None

10. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees (\$115 per person)	\$460
Total Meals (\$135 per person)	\$540
Total Lodging (\$254 per room, per night. Will need three rooms for 5 nights)	\$3810
Total Transportation	\$1520
<input type="checkbox"/> School District Vehicle(s)	\$ 250
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name _____ This is for airfare and luggage fee. At this time it is anticipated to take a shuttle to hotel from Airport.	
Total Additional Stipends:	\$0
Other:	\$
Total	\$6580

Revenues		
District Budget	Code:01-380-005-428-000	\$1645
Booster Group		\$
Donations		\$
Student Fees		\$4935
Total Additional Stipends:		\$
Total		\$6580

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

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

Signature of Contact Person:

Barb Stuck 7335998

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
- Additional Information
Note: Provide any additional information.

(This will be done after State conference next week.)

Signature of Contact Person:

Barb Stuck 7335998