

DISTRICT 709
FIELD TRIP REQUESTS

NBC Tour 2/20/10

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 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 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: *KS*
☐ Not Recommended Date: *10-27-25*

Assistant Superintendent: ☒ Recommended Name: *Anthony B...*
☐ Not Recommended Date: *10/28/25*

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 - NYC Tour 2026

Date of Submission:

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

- Organization/Grade/Course Planning Trip: Duluth East A Cappella Choir
- Contact Person (Responsible for Checklist Completion): Paul Christenson
- Field Trip Date(s): 3/13/26 - 3/17/26 Destination: New York City
- Field Trip Overview (Include events, establishments and locations): A Cappella Choir has been invited to perform at the Lincoln Center for the Octavo Series.
- Field Trip Departure from School (Date and Time): 3/13/26 @ 5am
Field Trip Return to School (Date and Time): 3/17/26 @ 5:30pm
- Objectives of Field Trip: Perform advanced choral music, perform w/ a variety of cultures, learn about music globally.
- Relationship to Curriculum or Student Learning: Performance & preparation standards, rehearsing in a large ensemble.
- Planned Follow-up Field Trip Activities: Reflection (written)!
Homecoming Concert: performance!
- Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ <u>800</u>
Total Meals	\$ <u>500</u>
Total Lodging	\$ <u>600</u>
Total Transportation	\$ <u>1</u>
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ _____
Other: <u>(events)</u>	\$ <u>600</u>
Total	\$ <u>2,500 per</u>

Revenues		
District Budget	Code:	\$ _____
Booster Group		\$ _____
Donations		\$ _____
Student Fees		\$ <u>2500</u>
Total Additional Stipends:		\$ _____
Total		\$ <u>2500</u>

(Multiple fundraisers as well - all district-approved.)

11. Reviewed/Completed Request Checklist: ☒ Yes ☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips - NYC tour 2/26

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 *→ See attached.*

TIME

LOCATION

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

Signature of Contact Person: _____

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.

Signature of Contact Person: _____



JAYBEE TRAVEL

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Group, Cruise,
and Student Tour Specialist

DULUTH EAST CHOIR NEW YORK CITY, NY

FRIDAY MARCH 13, 2026

- 05:00AM Motorcoach Arrives at Duluth East to load luggage
05:30AM Depart Duluth East High School for MSP Airport Terminal One
08:30AM Arrive in MSP Airport Terminal One
10:35AM Depart MSP on Delta Air Lines #2764 for New York (LGA)
02:24PM Arrive at NYC LaGuardia airport and meet motorcoach for transfer to hotel for check-in
04:00PM Hotel Check-In at New York City Hotel
RIU Plaza New York Times Square
305 W 46th Street, NY 10036
05:00PM **Included group dinner** in Times Square
07:30PM End your first full day with stunning views of New York at night with admission to **Top of the Rock Observation Deck**. 70 floors above Rockefeller Center, offering magnificent views of all of New York City and spectacular view of the Empire State Building
(available to book in December)

SATURDAY MARCH 14, 2026

- 07:30AM Included Breakfast at your hotel
09:00AM Meet your local guide for a lower **Manhattan Tour!** This includes Wall Street, the Bull, a drive through **Little Italy** and **China Town**, plus a tour of the 9-11 site and memorial.
12:00PM Next, you will make your way to the **National 9/11 Museum**.
04:00PM Included Group Dinner tonight
05:45PM Arrive at Westin Times Square for first rehearsal
06:00PM Wrap up the day with your first **Octavo Series Rehearsal**
Westin Times Square – Timothy Peter, Guest Conductor
270 W. 43rd Street (43rd & 8th Ave)
09:00PM Rehearsal concludes – return to hotel

SUNDAY MARCH 15, 2026

- 07:00AM Included Breakfast at Hotel
08:30AM Travel to Westin Times Square for second rehearsal
09:00AM **Second Day of Rehearsal Begins** – Timothy Peter, Guest Conductor
01:00PM Rehearsal Concludes
01:30PM In a private rehearsal room in Times Square, **Meet an Artist from a show**. She/he will describe their life on Broadway, what their challenges and successes are and maybe even sing a number or two!

03:00PM Attend a matinee **Broadway show** – selection TBD
06:00PM Enjoy an **included group dinner**
07:30PM Free time to explore Times Square!

MONDAY MARCH 16, 2026

08:00AM Included Breakfast at hotel
10:00AM Get those singing voices ready during a final **rehearsal for the Octavo Series**
12:30PM Lunch on own – Grand Central Station
01:30PM After, enjoy one of New York’s most popular tours – the **Radio City Music Hall backstage tour!** *Touring through this massive theater and backstage shed a new light on just how intricate stage production is. And you’ll meet a Rockette!*
3PM-7PM Scheduled final sound checks at Alice Tully Hall, Lincoln Center – time TBA
(we will know 60 days prior to departure)
TBD *Depending on rehearsal time, we will include a visit & free Time at Central Park here...*
08:00PM It’s time to shine! **Take the stage for your concert performance at Alice Tully Hall in the Lincoln Center**
11:00PM Post-Concert Reception – details and location TBA

TUESDAY MARCH 17, 2026

06:00AM Included Breakfast at Hotel
07:30AM Pack & load bus
08:00AM Depart hotel for NYC La Guardia Airport
11:10AM Depart NYC La Guardia Airport for Minneapolis St. Paul on Delta Air Lines #2409
01:26PM Arrive at Minneapolis St. Paul Airport Terminal One
02:30PM Motorcoach Transfer to Duluth East High School
05:30PM Arrive at Duluth East High School