

DISTRICT 709
FIELD TRIP REQUESTS

Chair - Dorian Festival

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.

X 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: *Kary Johnson*
☐ Not Recommended Date: _____

Assistant Superintendent: ☒ Recommended Name: *Anthony Bait*
☐ Not Recommended Date: *12/11/05*

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

1. Organization/Grade/Course Planning Trip: Duluth East Choirs
2. Contact Person (Responsible for Checklist Completion): Paul Christenson
3. Field Trip Date(s): 1/11/26 - 1/12/26 Destination: Luther College, Iowa
4. Field Trip Overview (Include events, establishments and locations): 8 students have been selected; invited to perform at the yearly Doran Festival.
5. Field Trip Departure from School (Date and Time): 5am Sunday 11/26
Field Trip Return to School (Date and Time): 10pm Monday 12/26
6. Objectives of Field Trip: Learn; share advanced choral repertoire.
7. Relationship to Curriculum or Student Learning: Learn difficult music that challenges students.
8. Planned Follow-up Field Trip Activities: Reflection; share w/ peers.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ <u>0</u>
Total Meals	\$ <u>0</u>
Total Lodging	\$ <u>0</u>
Total Transportation	\$ <u>TBD</u>
<input checked="" type="checkbox"/> School District Vehicle(s) - <u>single van</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ <u>0</u>
Other: <u>Registration</u>	\$ <u>160</u>
Total	\$ <u>160</u>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$

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 — Will Forward to Kelly Flaherty.

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: _____

DORIAN VOCAL FESTIVAL | SCHEDULE OF EVENTS

Sunday through Monday, January 11-12, 2026

Sunday, January 11, 2026

- 12:00-1:30** **Registration** (Upstairs Lobby, Center for Faith and Life)
Only directors or parent chaperones go through the registration line. Festival fees must be turned in at this time and meal tickets for the Cafeteria may be pre-purchased or picked up at this time. Tickets may be purchased for specific meals, but no refunds will be given for unused tickets.
- 1:30-4:00** **Seating of the Choir and First Festival Choir Rehearsal:** Held with Dr. Andrew Last. Promptness and full attendance are required. Students should put their belongings in the upstairs hallways. (Main Hall, Center for Faith and Life - CFL)
- 1:40-2:40** **Directors' Session:** We are thrilled to welcome Dr. Jennaya Robison, conductor of the National Lutheran Choir, as our guest clinician for the event (Location TBA)
- 2:45-3:45** **Directors' Session:** We are thrilled to welcome Dr. Jennaya Robison, conductor of the National Lutheran Choir, as our guest clinician for the event (Location TBA)
- 3:00-7:00** **Lessons During this Time:** Please be there a few minutes ahead of your lesson time. Be sure to check the lesson schedule to know your lesson time. (Jenson-Noble Hall of Music)
- 4:05-5:00** **Soprano/Alto Voices:** Remain and rehearse their piece with Dr. Jennaya Robison. (Main Hall, CFL)
- 4:30-6:45** **Dinner:** Student Union cafeteria (\$13.25) (Downstairs of the Union) Sorry, **NO CASH is accepted**
- 7:00-8:30** **Concert:** Featuring the Indian Trail High School and Academy Chorale (Kenosha, WI) Also, featuring Aurora and Norskkor, the two Luther College first year choirs
- ***Immediately following the concert, students staying on campus will be dismissed from the CFL Main Hall by dorm. If you are staying off campus, you will be dismissed first.***
- 8:45 - 10:45** **Dorian Social:** Head over to the Union to enjoy a dance with a DJ downstairs in Marty's, as well as games and socializing upstairs in Oneota. (Marty's and Oneota, Dahl Centennial Union)
- 11:00** *Students must be in their on-campus housing sites and remain there overnight. Possession or use of alcoholic beverages, tobacco products, illegal or controlled substances of any kind will result in immediate dismissal from the festival and removal from the Luther College campus.*

Monday, January 12, 2026

- 7:00-9:00** **Breakfast:** Student Union cafeteria (\$13.25, opens at 7:00am) and Oneota Market (a la carte – opens at 7:30am) Sorry, **NO CASH is accepted**
- 8:15-9:45** **Tenor/Bass Voices:** First rehearsal with Mark Potvin. (Main Hall, CFL)
- 8:00-9:30** **Director's Coffee Hour** (Main Lobby, CFL)
- 8:30-9:30** **Luther College Information Session:** Hosted by the Admissions Team. This is an optional activity for all soprano and alto voices at this time. (Recital Hall, CFL)

- 9:00-11:30** **Lessons During this Time:** Please be there a few minutes ahead of your lesson time. Be sure to check the lesson schedule to know your lesson time. (Jenson-Noble Hall of Music)
- 9:45-10:15** **Soprano/Alto Voices:** Second **rehearsal** with Dr. Jennaya Robison. (Main Hall, CFL)
- 9:30-10:15** **Directors' Chorus Rehearsal** (Noble Recital Hall, Jenson-Noble Hall of Music)
- 10:15-10:30** **Rehearsal Break**
- 11:00-12:00** **Directors' Session:** We are thrilled to welcome Dr. Jennaya Robison, conductor of the National Lutheran Choir, as our guest clinician for the event (Location TBA)
- 10:30-12:00** **Full rehearsal:** For ALL in the Festival Choir. (Main Hall, CFL)
- 12:00** **Announcement of semi-finalists for Monday Evening Grand Concert Soloists** (Main Hall, CFL)
- 12:00-1:30** **Lunch:** Student Union cafeteria (\$13.25), Oneota Market (a la carte), and off-campus options. Sorry, **NO CASH is accepted**
- 1:30-2:30** **Recall of semi-finalists:** Students heard in lessons and nominated for consideration as concert soloists will sing again in front of a faculty panel for final selection. (Recital Hall, CFL)
- 1:30-2:15** **Luther College Information Session:** Hosted by the Admissions Team. This is an optional activity for all tenor and bass voices at this time. (NRH, Jenson-Noble Hall of Music)
- 1:45-2:30** **Soprano/Alto Voices: Final rehearsal** with Dr. Jennaya Robison. (Main Hall, CFL)
- 2:30-3:00** **Tenor/Bass Voices: Final rehearsal** with Mark Potvin. (Main Hall, CFL)
- 3:00** **Announcement of Outstanding Concert Soloists** (Main Hall, CFL)
- 3:00-4:00** **Final Festival Choir Rehearsal** (Main Hall, CFL)
- 4:00-4:15** **Directors' Chorus Performance** (Main Hall, CFL)
- 4:00-4:30** **Rehearsal of Outstanding Concert Soloists:** With accompanist for the performance. (Recital Hall, CFL)
- 4:15-4:45** **Prepare for Grand Concert:** Bathrooms are located on the first and second floors of the CFL and the first and second floors of the Union for festival participants to change into their concert attire.
Concert dress:
- **Option A:** A collared shirt with nice dress pants. Ties are encouraged.
 - **Option B:** A nice blouse with dress pants/skirt or a dress.
 - *White and Black concert attire is encouraged.*
- 4:30** **Doors Open for the Grand Concert** (Main Hall, Center for Faith and Life)
- 4:50** **Festival students should be seated for the Grand Concert** (Main Hall, Center for Faith and Life)
- 5:00** **Dorian Vocal Festival Grand Concert:** Includes the outstanding soloists, the Luther College Nordic Choir, and the Dorian Festival Choir. (Main Hall, Center for Faith and Life) Tickets are \$10 each with limited availability so please purchase tickets in advance. Please note that directors of students in the Festival Choir will receive one free ticket
- ***Post Concert: You are more than welcome to eat in the Luther cafeteria before you journey home. You will need to pay at the door (Sorry, NO CASH is accepted), or have purchased enough tickets in advance to cover this final meal for you and your students.***

