

ACTIVITY/ATHLETIC TRIP REQUEST

This form must be completed and given to Ray Kirch for approval 10 days prior to your field trip. One adult chaperone is needed to accompany every ten students, please attach list.

Today's date:

3/6/18

Advisor/Coach requesting Activity/Athletic Trip: Craig Mickelson Phone: 651-882-5800

Activity/Athletic Group Name: Yearbook

Ext. 5903

Number in Group: 10-15

ATTACH COMPLETE ACTIVITY/ATHLETIC ROSTER TO THIS REQUEST

Date of Trip: Mid to late April

Date of Return:

Departure time from school:

* Would leave on Thursday evening

Return time to school:

Destination:

Dallas, TX

Come back

Sunday

Will students miss lunch? ☒ Yes ☐ No:

Substitute needed for your classroom? ☒ Yes ☐ No:

1 Day

Administrator Signature: [Signature]

Date: 3-6-18

per dist approval

ADVISOR/COACH – FINAL CHECK LIST:

WHAT	GIVE TO	WHEN
Activity/Athletic Trip Request, Chaperone List <u>and</u> Activity/Athletic Roster.	Admin Office – Ray Kirch	10 days in advance.
Bus Request Form <u>and</u> Field Trip Fees.	Activities Office – Brian Skelly	10 days in advance.
Teacher Absence Form.	Enter in MyView	5 days in advance.

Brian Skelly – FINAL CHECK LIST:

WHAT	GIVE TO	WHEN
Copy of Activity/Athletic Trip Request, Chaperone List <u>and</u> Activity/Athletic Roster.	Admin Office – Nancy Brown	10 days in advance.
Copy of Activity/Athletic Trip Request <u>and</u> Activity/Athletic Roster	Health Office – Brooke Hemenway	10 days in advance.
Attendance	Attendance – Joyce Rohrig	5 days in advance
Number of students missing lunch.	Food Service – Amy Richardson	5 days in advance.

Title of group: High School Dallas Yearbook Editor Workshop

Title of Activity: Intensity Yearbook Workshop

Chaperones: 2 teacher chaperones for 10 – 14 students.

Number of Students: Generally between 8 to 14 students attend annually. The numbers vary depending on editing staffs each year.

Purpose of Trip: The purpose of this trip is for editors to tour our publication plant in Dallas. Not only do they get to learn about the entire printing process, they will meet employees that we interact with on the phone and through email for related communication. Students also are involved in an intensity training with educational yearbook curriculum specialists that have been national recognized as top advisors in the nation. Students also will have the opportunity to team build through our all of our activities on this trip.

Itinerary: This has generally been the same, but may vary slightly based on travel specifics.

Thursday: Depart school early afternoon and fly to Dallas. Hotel check-in and dinner.

Friday: AM Balfour Plant tour. Lunch. Afternoon intensity Training. Group time. Dinner.

Saturday: Visit 6th Floor Museum @ Dealey Plaza. Lunch. Depart to fly back in the afternoon.

How it is funded: Families pay for the trip. Yearbook does fundraising activities early in the year that can become available to offset some of the costs.

Insurance and Transportation:

How students and families know about code of conduct, etc.: A parent and student meeting is conducted prior to the trip. Both parents and students sign a behavior contract.