



Rockford Area Schools – ISD 883

### EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

**Final approval must be granted prior to engaging in securing contracts and collecting fees from students.** Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: High School

Group/Class: Boys and Girls Cross Country

Teacher(s)/Advisor(s) submitting request: Jeff Dickman (Head Coach)

# of students: 20 # of school personnel: 1-2 # of chaperones: Minimum 6 (3 of each gender)

Destination: Rochester, MN (Overnight) - Meet in Waverly, IA

Address: 155 16th Ave SW Rochester, MN

Have students received teachers' approval to miss class? Yes N/A No N/A

Departure Date: 10/2/2026 Departure Time: 3:30pm Return Date: 10/3/2026 Return Time: 9:30pm

Days absent: When school is in session: N/A

Non-school days/vacation time: \_\_\_\_\_

Have reasonable accommodations been made for students with disabilities? Yes X No \_\_\_\_\_

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes N/A No \_\_\_\_\_

For trips outside the Continental US and those using a travel services, provide the name of the travel service:  
\_\_\_\_\_

**For trips outside of the Continental US, please attach your emergency procedures.**

Who has signed off on discussing school discipline policies with students? \_\_\_\_\_

Who has signed off on discussing school discipline policies with staff and chaperones? \_\_\_\_\_

**TRANSPORTATION: Attach request if using district transportation.**

School buses and/or 7 or 8 person vans: \_\_\_\_\_ N/A: X

X Public Transportation X Contracted Transportation: Rochester City Lines or Hold Bus Services (Name of Service; attach contract)

Place of lodging: Holiday Inn Express - Rochester, MN Dates:

10/2/2026

**COSTS:** (Estimate per student)

Transportation \$ 1,635.00 Expenses to be paid by the district \$ 700.00 (RHS to Rochester Only)

Meals \$ \$45per athlete/trip Expenses to be paid by special funds \$ \$1000 all via Rockford Cross Country Booster

Substitute Teachers \$ \_\_\_\_\_

Lodging \$ \$1200 (8 rooms @\$150\_per night) Explain special funding and/or procedures for handling instances of economic

Other (fees, ins) \$ \_\_\_\_\_ need: \_\_\_\_\_

Total \$ \$4600.00 Estimated \$3900 from Booster Account, \$700 from District

**The following documentation must be attached:**

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

**APPROVAL:** Final approval requires the following signatures.

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

**Distribution:** *Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy 03/22*