

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 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: Jon Flaa
 Not Recommended Date: 4/20/2017

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 4/27/17

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 x Extended

1. Organization/Grade/Course Planning Trip: Culinary Arts – Classical Cooking
2. Contact Person (Responsible for Checklist Completion): Glenn D'Amour
3. Field Trip Date(s): June 19, 2017 – June 24, 2017 Destination: Louisville, Kentucky
4. Field Trip Overview (Include events, establishments and locations):

Travel from Duluth, MN to Louisville, KY on June 19th. For the remaining schedule, please see the attached Condensed Agenda.

5. Field Trip Departure from School (Date and Time):
June 19, 2017 - TBD
6. Field Trip Return to School (Date and Time):
June 24, 2017 - TBD
7. Objectives of Field Trip: This is a competition for the Culinary Arts program in the USA. The competition will encompass both hot and cold food preparation and presentation. Contestants will demonstrate their knowledge and skills through the production of a four-course menu in a full day competition. The contestants will be rated on their organization, knife skills, cooking techniques, creative presentation, sanitation food safety techniques, and above all, the quality and flavor of their prepared items. The high school competitors will work from one menu with standardized recipes. The college/postsecondary students will work from a market basket format and write their own menu and recipes the night before the competition
8. Relationship to Curriculum or Student Learning: This outcome is for the yearlong learning for Culinary.
9. Planned Follow-up Field Trip Activities:
News articles to promote Skills USA via the District Website.

10. Field Trip Budget Request

| Estimated Expenses | |
|--|---------------|
| Total Admission/Fees (One teacher and student attending) | \$ 400 |
| Total Meals | \$248 |
| Total Lodging | \$976 |
| Total Transportation | \$800 |
| <input type="checkbox"/> School District Vehicle(s) | |
| <input type="checkbox"/> Commercial Transportation Carrier ~ Name United _____ | |
| Private Vehicle (requires certificate of insurance) ~ Name: _____ | |
| Total Additional Stipends: | \$0 |
| Other: | \$ |
| Total | \$2424 |

| Revenues | | |
|--------------------------------------|--------------------------|---------------|
| District Budget | Code: 01-380-005-428-000 | \$1212 |
| Booster Group | | \$ |
| Donations: Duluth Historical Society | | \$500 |
| Student Fees | | \$ 712 |
| Total Additional Stipends: | | \$ |
| Total | | \$2424 |

11. Reviewed/Completed Request Checklist: x Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

