

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Homecroft 5th grade
2. Contact Person (Responsible for Checklist Completion): NICOLE MUNTHE / PHILIP WARMAVEN
3. Field Trip Date(s): 3-6-23-3-8-23 Destination: WOLF RIDGE ELC, Ely MN
4. Field Trip Overview (Include events, establishments and locations): Attend and stay at Wolf Ridge, learning winter survival skills, including some MN Science standards, and returning after 2 nights and 3 days.
5. Field Trip Departure from School (Date and Time): March 6th, 2023 8:30AM
Field Trip Return to School (Date and Time): March 8th, 2023 1:45PM
6. Objectives of Field Trip: To cover MN Science standards and to teach our students survival skills & cooperative team building skills.
7. Relationship to Curriculum or Student Learning: 5.3.4.1.3, 5.4.2.1.2, 5.4.4.1.1, 5.1.3.2.1, 5.1.1.1
8. Planned Follow-up Field Trip Activities: Students will complete working journals while there, and we will follow up with a presentation on google slides when we return.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees <u>students, chaperones, teachers</u>	\$ 12,500
Total Meals <u>(snacks)</u>	\$ 200
Total Lodging	\$
Total Transportation	\$
<input checked="" type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
	1200
Total Additional Stipends:	\$
Other:	\$
Total	\$ 13,900

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$ 2000
Student Fees	\$ 12,500
Total Additional Stipends:	\$
Total	\$ 14,500

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

TIME	LOCATION
3-6-23 8:30AM	Leave Homecroft
3-6-23 10:30AM	Arrive Wolf Ridge
3-8-23 11:45AM	Leave Wolf Ridge
3-8-23 1:45PM	Arrive Homecroft

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

Signature of Contact Person: Nicole Munte

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: Nicole Munte

