

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 review 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**

EXTENDED TRIP ACTION

Principal: Recommended Name: Jon Flaw
 Not recommended Date: 11/17/2017 *AV*

Assistant Superintendent: Recommended Name: Christy Bedin
 Not recommended Date: 11/10/17

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: October 10, 2017		
Type of Trip:	Instructional Supplementary	x Extended
1. Organization/Grade/Course Planning Trip	HOSA 12th Grade 2017-18 Leadership training	
2. Contact Person (Responsible for Checklist Completion):	Kimberly S. Olson	
3. Field Trip Date(s):	Nov. 10-11th, 2017	
4. Field Trip Overview (Include events, establishments and locations):	Mn HOSA State Officer Training (HOSA) now called Future Health Care Workers	
5. Field Trip Departure from School (Date and Time): Return to School (Date and Time):	0900 am Nov. 10th and return on the 11th 500pm	
6. Objectives of field trip:	Student training and I will be presenting	
7. Relationship to Curriculum or Student Learning:	State officer will gain experience in leadership, teamwork, Program of Study and Career Pathways, partnership for CTE, implementation of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills and reinforcement of skills taught and application of skills.	
8. Planned Follow-Up Field Trip Activities:	MRC, Spring Leadership, National Conferences for HOSA	
9. Field Trip Budget Request		

Estimated Expenses	
Total Admission/Fees(1 student and 1 Instructors)	MN State Hosa pay
Total Meals (Lunch \$7.00 per person)	\$7.00
Total Lodging (Payed by MN HOSA State for instructor and one room for student)	MN State Hosa pay
Total Transportation	\$
School District Vehicle(s)	\$39.00 rental
Commercial Transportation Carrier ~ Name:	\$25.00 plus gas fill
Private Vehicle (requires certificate of insurance) ~ Name: <u>Enterprise</u>	
Total Additional Stipends:	\$0
Other: Sub pay for 1 days	\$144.00
Total	\$225.00

Revenues		
District Budget	Code:01-380-005-428-000	\$193.00
Booster Group		\$
Donations		\$
Student Fees half of car and gas		\$32.00
Total Additional Stipends:		\$
Total		\$225.00

11. Reviewed/Completed Request Checklist: Yes No

MN HOSA State Officer Training 2017

November 10th & 11th
Marriott Northwest
7025 Northland Drive North
Brooklyn Park, MN



Tentative Agenda

Friday, November 10th

1:00 pm - 4:00 pm
5:30 pm - 6:00 pm
6:00 pm - 7:00 pm
7:15 pm - 9:00 pm

9:00 pm - 10:00 pm
10:30 pm - 11:00 pm
Finding out about

Advisor's Meeting with Candy- Plans for HOSA's 40th Anniversary
Check In- Meet in Lobby
Dinner Meeting- Year's events to work on.
It is not what HOSA Can do for YOU, It is WHAT Can YOU Do for HOSA?
Ellen Schneider - HOSA Board Past Chair
Making the Year Successful- MAKE YOUR BED! Candy
HOSA Officer *Bonding*- Writing Thank You notes for Fall Conference,
each other.

Saturday, November 11th

8:00 am - 9:00 am
9:00 am - 9:30 am
9:30 am - 10:30 am

Breakfast
State Officer's Pictures
What is MN HOSA Going to Look Like this year?
• Membership/ New Chapter Help
• Post - Secondary/ Collegiate HOSA -- How can Secondary/ Post-Secondary Partner?
• Building Middle School HOSA and How do we make sure they keep moving on!
• Spring Conference- 40th Year for MN HOSA
Making plans- What do we want to see:
Alumni
Past Board Members
Past Advisors
Past State Directors
Skills/ Music?

10:45 am - 11:20 am

State Officer's Training Orientation -- "What Do You Know About HOSA?"
(Resources, Websites, Flash Drives)
HOSA Competitive Events- Know them to Help others Succeed. Can you

answer "Those"

11:30 am - 11:50 am

HOSA Flash Drives- "What you have at your fingertips?"
What is Next? HOSA Events and Opportunities
Lunch and Departure - Discussion on "What is Next?"

12:00 pm - 1:00 pm

Bring- Community Service Resources, Creative Minds, and Humor!



HOSA Officer Upcoming Opportunities:

November 30th –December 2nd - MN HOSA MRC Camp

January 3rd – Metro Mid- Winter Events Day Century College White Bear Lake

January 5th- Southeast MN Mid-Winter Events Day, Rochester Community College

March 19th & 20th MNFSO – Day at the Capitol St. Paul

March 4th – State Officer Conference Planning Meeting

March 20th -22nd – MN HOSA State Leadership Conference (40th Anniversary)

June 27th - 30th – International HOSA Leadership Conference- Dallas, Texas

July ? – Chaska Safety Camp Chaska, MN

September TBD- WLA (Washington Leadership Conference) Washington DC