



## Aztec Municipal School District Field Trip Request

The AHS Key Club respectfully requests permission to travel to Albuquerque, NM District Convention

### Points to Consider Before Requesting Approval

- ☐ Appropriate for the age level, grade level, and curriculum?
- ☐ All district employees will travel on the bus unless prior approval by the Principal?
- ☐ Request made long enough in advance so that arrangements can be made prior to the trip?
- ☐ Written permission must be obtained from the parents or legal guardians?
- ☐ Have these students attended this trip or a similar trip in the past three years?

Justification for Trip – How does this trip align with your school's current 90 Day Plan, the learning standards in your classroom, and how it will improve the learning of your students?

Type or attach narrative: See attached DCON information packet and justification document

**Date(s) of Trip:** 03/28/2025-03/30/2025

**Time of Departure:** 11:00 am **Time you will Arrive Back:** 4:00 pm

**Names of Adult Chaperones:** Sarah Blake and Ryan Dee


**Estimated Cost of The Trip:** \$ 3,080.00 Please attach an itemized list of costs.

**Will fundraisers be used to secure funds for this trip?** ☒ Yes ☐ No  
*Please attach a list of approved fundraisers.*

**Name of Person Making Request:** Sarah Blake **Date Request Submitted:** 02/04/2025

**Approved by:**

Principal/Athletic and Activities Director:



Date 2/4/2025

**Superintendent:**

\_\_\_\_\_

Date \_\_\_\_\_

**Board of Education: (If required per Board Policy IJOA)**

\_\_\_\_\_

Date \_\_\_\_\_

**I-6500 IJOA**  
**FIELD TRIPS**

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day and shall be limited to a distance of not more than one hundred (100) miles one (1) way from the school. Longer trips or overnight trips must have Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

Adopted: April 14, 2020

## **Why AHS Key Club should Attend District Convention 2025**

A Key Club District Convention, often called "DCON", is important because it provides a platform to celebrate our club's achievements, network with other Key Club members from our district, receive leadership training through workshops, elect new district officers, and gain new perspectives on service projects by learning from other clubs in our area; essentially, it's a chance to connect with fellow service-minded students and further develop our leadership skills within Key Club.

Key reasons to attend a Key Club District Convention:

**Meet new people:**

Connect with Key Club members from other schools across our district, make new friends and build a wider network.

**Leadership development:**

Participate in educational workshops and training sessions designed to enhance our leadership skills as Key Club members.

**Celebrate achievements:**

Recognize and showcase the successful service projects our club has completed throughout the year.

**Officer elections:**

Vote for the next set of district officers who will lead the Key Club in our region.

**Gain inspiration:**

Learn about innovative service projects from other clubs and get inspired to implement new ideas within our own Key Club.

**Build community:**

Share our Key Club spirit and participate in district-wide activities to foster a sense of belonging within the larger Key Club organization.