

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: Danette Schu
 Not Recommended Date: 5/21/23

Assistant Superintendent: Recommended Name: Anthony Kent
 Not Recommended Date: 5/19/23

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 Extended

1. Organization/Grade/Course Planning Trip: Duluth East Birch Log (yearbook)
2. Contact Person (Responsible for Checklist Completion): Heidi L. Bohlmann
3. Field Trip Date(s): June 26-29, 2023 Destination: Gustavus Adolphus College St. Peter, MN
4. Field Trip Overview (Include events, establishments and locations): Yearbook training for editorial board (see attached)
5. Field Trip Departure from School (Date and Time): Monday, June 26 2 PM
Field Trip Return to School (Date and Time): Thursday, June 29 5 PM approx.
6. Objectives of Field Trip: Theme, coverage, journalism, design & photography training
7. Relationship to Curriculum or Student Learning: This is for yearbook class
8. Planned Follow-up Field Trip Activities: 2023-2024 yearbook class production of Birch Log.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 1835
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s) <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input checked="" type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Heidi Bohlmann</u> <u>mileage 452 miles</u>	
Total Additional Stipends:	\$
Other:	\$
Total	\$

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$

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

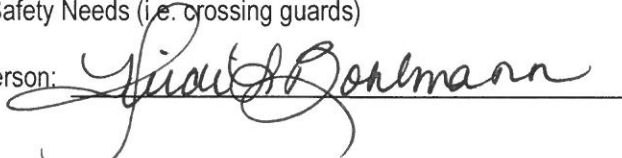
2Pm

LOCATION

leave East H.S. to drive to St. Peter & return Thurs.
All activities are at the college.

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

Signature of Contact Person:

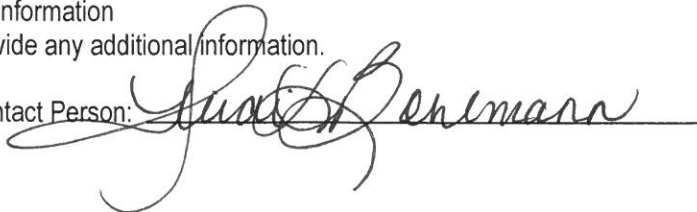


FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

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:



JOSTENS SUMMER YEARBOOK WORKSHOP



"I LOVE yearbooks. I love that yearbook students have the opportunity to practice business skills in a real way with every book sale, photo shoot, interview, editorial decision, and design assignment. Yearbooks provide so many positive experiences to those who build them as well as those who buy them," Walsh said.

Walsh, MJE, is a Jostens Creative Account Manager. During her 26 years as a public and private school English teacher and journalism adviser, she helped many staffs turn their dreams into reality.

Her staffs earned CSPA gold medal ratings, NSPA All-American ratings, placed in NSPA Best of Show contests, and received JEA Write-Off honors. She was awarded CSPA's Gold Key for service to scholastic journalism in 2011 and selected as a Distinguished Adviser by JEA's Yearbook Adviser of the Year committee in 2012.

ONLINE REGISTRATION FOR ALL!

**YES - CLICK HERE
TO REGISTER
REGISTRATION INFORMATION**

Resident Student: \$375

Includes all instructional materials, computer training, dorm rooms for both nights and all meals starting with lunch on Tuesday and ending with lunch on Thursday.

Resident Adviser: \$335

Includes all instructional materials, computer training, dorm rooms for both nights and all meals starting with lunch on Tuesday and ending with lunch on Thursday.

Commuting Student: \$295

Includes all instructional materials, computer training, lunch, and dinner Monday only (no housing or breakfast provided).

Commuting Adviser: \$295

Includes all instructional materials, computer training, lunch and dinner Monday only (no housing or breakfast provided).

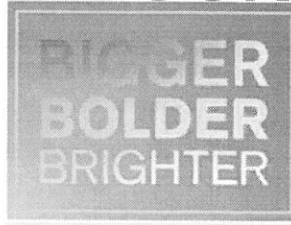
Early Arrival: +\$50

Arrive Monday, June 26 between 6:00 and 7:00 pm.

Includes dorm room. No food included before lunch on June 27th

THERE WILL BE A \$20 PER PERSON LATE FEE FOR ALL REGISTRATIONS RECEIVED AFTER JUNE 9th 2022.

PLEASE SEND YOUR FORMS IN EARLY!



June 27, 28, 29

Check-in 8-9:30am: Start at 10am

End on June 29th approximately 12:30-1:00pm

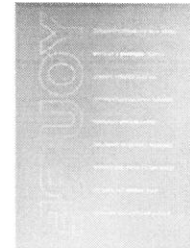
Each participant will need to fill out the registration online and print out the Medical/Liability release form and mail/ email it to:

**Jostens/Nicole Horvat
Summer Yearbook Workshop
3881 Oak Lane NE
Lexington, MN 55014
Nicole.Horvat@Jostens.com**

Payable to: Horvat Consulting, Inc.

Mail payments to the above address. Release forms and payment **must** be received by June 9th, 2023 to avoid late payment fee of \$20

TOGETHER.
BIGGER.



Don't Forget to Bring

Yearbook Supplies

Most current yearbook, 2023 completed ladder, 2024 blank ladder, font and color guide from yearbook kit, camera, preliminary plans for this year's cover, theme and design. Magazines for design ideas, pencils, pens, markers, **laptop, Chromebooks, etc.**

Survival Supplies

Sheets, blankets and pillows are provided, but you may want your own. Bring a few bucks spending money for the book store, FAN!, swimsuit, shower shoes/flip flops, your special pillow, jacket for evenings, snacks and comfortable shoes.

What You'll Do

Attend general sessions taught by yearbook expert Liz Walsh.

Sessions include theme, coverage, journalism, design and photography. Attend small break-out sessions that pertain specifically to your needs. Create a theme for your book. Learn your creation program. Complete a page ladder. Design sample layouts that incorporate your theme. Attend a 45-minute personal cover-design session with a professional artist. Plus create a marketing plan to put your book sales over the top!

Questions? Contact your representative: email: first.last@jostens.com or call below number(s)

Jeff Fallon Nicole Horvat Beth Johnson Sherri Loney Paul Sorenson
507.990.1819 612.227.6662 218.590.0694 612.868.1820 651.263.7170