

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Congdon Park 4th Grade Team
2. Contact Person (Responsible for Checklist Completion): Kathi Kusch-Marshall
3. Field Trip Date(s): March 23-25, 2016 Destination: Wolf Ridge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): Congdon Park 4th graders will arrive for lunch at WR 3/23/13. They will have an afternoon and evening class. We sleep at Wolf Ridge in the dorms. 3 classes plus meals on Thursday. Sleep at WR. Thur. Night. Fri : one class, head back after lunch arriving at school about 1:35
5. Field Trip Departure from School (Date and Time): 9:15am March 23rd, 2016
Field Trip Return to School (Date and Time): March 25th, 2016 approximately 1:35pm
6. Objectives of Field Trip: To provide an experiential learning opportunity to Congdon 4th grade students which will help meet the MN state standards in Science, Social Studies and Physical Education, develop teamwork skills, and provide a chance for personal growth for the students.
7. Relationship to Curriculum or Student Learning: Wolf Ridge classes are aligned with the MN state standards. Classes like Ojibwe heritage, Birds, Owl Pellets, @ Animal signs cover many science & Social Studies standards.
8. Planned Follow-up Field Trip Activities: Students journal while at WR. We do writing activities following the trip. We also tie it into technology, doing power points or movie maker videos.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees (100 kids, 25 adults @ \$135 each)		\$16875
Total Meals (meals included)		\$ included
Total Lodging (lodging included in admission)		\$0 included
Total Transportation		\$1100.
<input type="checkbox"/> School District Vehicle(s)		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends: Snacks in evening		\$100
Other:		\$
Total		\$18075

Revenues		
District Budget	Code:	\$
Fundraising: calendar sales		\$9200
Donations		\$
Student & Chaperone Fees Balance due after fundraising (\$3375 chaperone fees of this amt.)		\$7775
Total Additional Stipends:		\$1100 PTA
Total		\$18075

10. Reviewed/Completed Request Checklist: Yes No

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
 Not Approved

Name: Kathi Kusch Marcell
 Date: 1-13-16

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
 Date: _____

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: _____
 Date: _____

Assistant Superintendent: Recommended
 Not Recommended

Name: A. S. Arndt
 Date: 1/19/16

School Board: Approved
 Not Approved

Name: _____
 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.

What to Bring (and not to bring)

Students and adults are responsible for bringing personal items and clothing, which is appropriate for the season. We want your stay at Wolf Ridge to be as pleasant and trouble free as possible. Please call Mr. Bushey (391-6299) if you have any questions or special requests. A suggested list follows:

Clothing

Rain gear
gym or hiking shoes
Several pairs of socks (4-6)
Warm jacket
Changes of outer clothing (pants/shirts)
Pajamas and slippers
Sweaters (2)
Changes of under clothing (3)
Hat and Gloves

Add for Winter:

Hat (ear muffs are not enough) (covers ears)
Two pair Mittens (warmer than gloves!)
Two pairs long underwear
Snow pants and winter coat
Snow boots are required in Spring

Do not Bring:

Radios or tape players, any electronics
Electric appliances (hair dryers, curling irons, shavers)
Plan on bringing used batteries home
Non-recyclable items
Chewing Gum – Food/snacks of any kind
Aerosol cans (insect repellent, hairspray, etc..)

Personal Gear

Sleeping bag and pillow
Towel, soap, and shampoo
Toothbrush and paste
Water bottle
Writing materials (journal, pencils)

Optional Personal Gear

Flashlight
Camera & film
Snowmobile suit
Store money (small bills)

**Note:
weather is
approximately
four weeks
colder than in
Twin Cities.**

*Please pack as efficiently as possible. Sleeping bags/pillows in plastic garbage bag with name taped to bag. Use duffle bag or travel suitcase, preferably one bag and one plastic bag per student.

Itinerary:

Wednesday, March 23rd, 2016

Leave Congdon School 9:15am March 23rd, 2016.

Arrive Wolf Ridge ELC @11:00am March 23th, 2016.

Orientation for group 11:20am

12:00pm lunch

1:15-4:15 First class

5:00 Dinner & ½ group goes to store

6:15-9:15 Evening Class & ½ group evening program

9:30 lights out for kids

Thursday, March 24th, 2016

7:00am Breakfast

8:15-11:15 Morning class

12:00 lunch

1:15-4:15 Afternoon class

5:00 dinner & other ½ of students to store

6:15-9:15 Evening class & other ½ of students night program

9:30-9:50 – campfire/show

10:00pm lights out

Friday March 25th, 2016

7:00am breakfast

8:15-11:00 morning class (cut a little short)

11:15 Those available load busses

11:30 Bag lunch in dorm lobby – wrap up by Wolf Ridge Staff

12:00 leave for Congdon School

@1:35 Arrive back at school – parents pick up kids. Bussers leave gear in their rooms – collect Monday.

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

9:15am _____

LOCATION

Leave school, arrive WR 11:00am, Lunch, _____

See attached form for detailed itinerary

1:35pm _____

Return to School from Wolf Ridge _____

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

Signature of Contact Person:

Kathi Kusel Marshall

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 (**none**)
- Arrange Meal Plans (**all meals supplied by Wolf Ridge, two night-time snacks ordered by us**)
- Arrange Lodging Plans and Room Assignments (**Lodging East Dorm Wolf Ridge – specifics done in Feb.**)
- Collect Family Emergency Information for Students (**Green Sheets**)
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person:

Kathi Kusel Marshall



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Assumption of Risk and Liability Release

Participant's Name: _____ Birth Date: _____

School/Group Name: _____

Participant is a: student parent teacher other _____

As a parent/guardian of the above named child in the above noted group at Wolf Ridge ELC, I acknowledge and am aware that this program involves certain inherent risks which I accept. These risks may include injuries relating to, but not limited to, walking on uneven trails with elevation gains of up to 500 feet in various weather conditions, canoeing (spring, summer and fall), cross country skiing and snowshoeing (winter), rock climbing and belaying, and participating in a high ropes course activity, weather and other peoples' actions. Following appropriate medical consultation, I hereby certify that my child is fully capable of participating in the activities. In the event of an emergency, I authorize treatment by school/group staff, Wolf Ridge staff, and emergency medical personnel.

Accordingly, I hereby release the above noted group and Wolf Ridge ELC, including all of their personnel, agents, affiliates, staff and directors, from any and all claims and liabilities with respect to injury, sickness, disease, loss or damage sustained by the above named child. This release applies to any and all liabilities to me or my estate, of any description, whether arising from ordinary negligence or otherwise, and whether involving fees and expenses of any kind. In the event that some other person or entity seeks compensation for these released liabilities, I, or my estate, will indemnify and hold harmless the above noted group and Wolf Ridge ELC for all sums incurred in response to that claim. This release is to be interpreted and enforced under Minnesota law.

I authorize Wolf Ridge ELC to use any photos and videos taken during the visit to Wolf Ridge in publicity materials for Wolf Ridge ELC.

Parent/Guardian Signature _____ Date _____

SIGNER NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

EMAIL _____