

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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: _____

Date: _____

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: _____

Date: _____

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.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: Duluth FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Madole, FFA Advisor
3. Field Trip Date(s): April 22-24 Destination: St. Paul Campus of U of M - State Conv^{-on}
4. Field Trip Overview (Include events, establishments and locations): Students qualifying to compete at the state level attend the state competition and convention. Most events take place on St. Paul Campus. Awards and general sessions at - Mpls Campus. - Stay at Hampton Inn
5. Field Trip Departure from School (Date and Time): Sun. April 22 - 12:00 pm
Field Trip Return to School (Date and Time): Tues. April 24 - 6:00 p.m.
6. Objectives of Field Trip: student participate at state level Minn. FFA Convention. - Also, leadership workshops and campus tour opportunities. Experience the bigger picture of agriculture and its location
7. Relationship to Curriculum or Student Learning: students use what they've learned in class and FFA in a competitive setting. career opportunity
8. Planned Follow-up Field Trip Activities: Share w/ other members + classes what students gained/learned. Also a spring picnic to celebrate their participation and placing in the events
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees (1 lunch included) \$350 registration, + science museum \$120	\$ 470.00
Total Meals (anticipate 10 students + 1 advisor)	\$ 375.00
Total Lodging (Breakfasts included) 4 rooms @ 90.00/mile 2 miles =	\$ 720.00
Total Transportation	
<input checked="" type="checkbox"/> School District Vehicle(s) - <u>ivan @ \$200</u> or <u>1st small bus w/ driver @ 1215.34</u> (estimate LCS)	\$ 1215.34
<input type="checkbox"/> Commercial Transportation Carrier - Name:	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name:	
<u>School Dist. Van Reserved + mileage</u> →	
Total Additional Stipends:	\$
Other: <u>Substitute cost 2 days</u>	\$ 200
Total	\$ 2980.34

Revenues	
District Budget	Code: \$
Booster Group	<u>student club acct.</u> \$ 2094.34
Donations	<u>Perkins</u> \$ 416.00
Student Fees	<u>student</u> \$ 470.00
Total Additional Stipends:	\$
Total	\$ 2980.34

(transp., registration, hotel)
-(Instructor)
(meals + sci. museum)

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 - *Personal*
- ☒ 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

See attached

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

Signature of Contact Person:

Jennifer J. Madole

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:

Jennifer Madole

DISTRICT 709 FIELD TRIP REQUESTS

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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: Jin Ando
☐ Not Recommended Date: 3/2/12

Assistant Superintendent: ☒ Recommended Name: E. Crawford
☐ Not Recommended Date: _____

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: 11/7/2011

Type of Trip: ☒ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: HOSA 11TH AND 12TH GRADE 2012 Spring Leadership and State Competition Conference

2. Contact Person (Responsible for Checklist Completion) KIMBERLY OLSON

3. Field Trip Date(s): April 1st to the 4th Destination: Best Western Kelly Inn and Civic Center, St. Cloud, MN

4. Field Trip Overview (Include events, establishments and locations): This event represents the "finale" for students each year as they compete in areas of interest at one or more of the 44 events. Students are challenged and recognized for their work throughout the year through competitions, educational sessions, exhibitor booths, awards and recognition sessions. The top five students placing in each event are recognized with awards and the top three are eligible to continue on to the national leadership conference in June. Registration includes printing of testing materials, guests/ and guest speakers and meals. Registration: TBD.(to be similar to 2011)

5. Field Trip Departure from School (Date and Time): April 1st Tim TBA (After school~430pm) FROM DENFELD

Field Trip Return to School (Date and Time): DATE April 4th Time to be announced

6. Objectives of Field Trip STUDENTS WILL BE COMPETING AT STATE hosa(Health Occupations Students of America) Spring Leadership

7. Relationship to Curriculum or Student Learning: Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.

The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.

HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.

8. Planned Follow-up Field Trip Activities: National Leadership Conference

9. Field Trip Budget Request: Students are self pay These are estimated costs from last year's conference, We are waiting for a schedule.

Estimated Expenses		
Total Admission/Fees ~\$80.00~20 students and 2 Staff	\$1,760.00	
Total Meals ~\$37.00 a day at 3 days	\$ 111.00	
Total Lodging ~\$99.00 night x 2 nights	\$ 1,386.00	
Total Transportation	\$ 1,200.00	
<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>COACH</u>		
Total Additional Stipends:	\$ 0	
Other:Sub pay	Total	\$ 4,457.00

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$

Total

Student Fees	\$\$\$80.00 confrence fee, \$50.00 Transportation fee, ~\$66.00 to \$50.00 hotel for two nights Total of \$196.00 each=\$3,920.
Total Additional Stipends:	\$
Total	\$\$ 3,920.00

11. Reviewed/Completed Request Checklist: x Yes ☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- ☐ Planned Itinerary

TIME

LOCATION

Awaiting Itinerary from the state department

- x Maintain Student Roster and Check-in/Check-out Procedure
- x 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.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x 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: _____

(709)

DISTRICT 709
FIELD TRIP REQUESTS

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DIRECTIONS: All staff are required to submit a Field Trip Request prior to the field trip being finalized with the involved students and to:

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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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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: *Naime Koff*

Date: *9/28/11*

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: *Jim Arto*

Date: *3/2/12*

(Received 2/1/12)

Assistant Superintendent:

- ☒ Recommended
☐ Not Recommended

Name: *E. Crawford*

Date: _____

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.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: Business Professionals Of America 8-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): April 24-29, 2012 Destination: Chicago, IL
4. Field Trip Overview (Include events, establishments and locations): National Business Professionals of America Competition: Chicago, IL
5. Field Trip Departure from School (Date and Time): April 24, 2012 at 6:30 am
Field Trip Return to School (Date and Time): April 29, 2012 at 11 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 109.00 per student
Total Meals	\$ 120.00 per student
Total Lodging \$335.00 per night * 5 Nights = \$1,675 / 3 = \$558.34 + \$50.00	\$ 608.34 (3 room) per student
Total Transportation <input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Airfare - Delta <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	\$343.22 Airfare \$ 50.00 Ground Transportation To And From Hotel
Total Additional Stipends:	\$
Other:	\$
Total	\$ 1230.55

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$ 1230
Total Additional Stipends:		\$
Total		\$

C. PERKINS FOR STAFF MEMBER

11. Reviewed/Completed Request Checklist: ☐ Yes ☐ No
RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

(70)

DISTRICT 709
FIELD TRIP REQUESTS

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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: Jim Ault
☐ Not Recommended Date: 3/2/12

Assistant Superintendent: ☒ Recommended Name: E. Crawford
☐ Not Recommended Date: _____

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: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): March 7-10, 2012 Destination: Minneapolis, Minnesota
4. Field Trip Overview (Include events, establishments and locations): State Business Professionals of America Competition: Hyatt Regency Minneapolis; 1300 Nicollet Mall; Minneapolis, Minnesota; 612-370-1234
5. Field Trip Departure from School (Date and Time): March 7, 2012 at 4:30 pm
Field Trip Return to School (Date and Time): March 10, 2012 at 6 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 55.00 per student
Total Meals	\$ 60.00 per student
Total Lodging	\$ 130.14 (4 room) per student
Total Transportation	\$850.00 bus
<input type="checkbox"/> School District Vehicle(s)	(10 Students)
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 85.00 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other:	\$
Total	\$ 330.14

Revenues		
District Budget	Code:	\$ 580
Booster Group		\$
Donations		\$
Student Fees		\$ 330
Total Additional Stipends:		\$
Total		\$

C. PERKINS PER STAFF MEMBER
 BUS. 85
 REG. 55
 MEALS 50
 ROOM 390
 580

11. Reviewed/Completed Request Checklist: ☐ Yes ☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

DISTRICT 709 FIELD TRIP REQUESTS

FCCLA-HERO
SLC
Peller

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.

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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: Jim Audt
☐ Not Recommended Date: 2/28/12

Assistant Superintendent: ☒ Recommended Name: E. Crawford
☐ Not Recommended Date: _____

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: FCCLA - HERO
2. Contact Person (Responsible for Checklist Completion): Shonda Peltier
3. Field Trip Date(s): 4/29/12 - 5/1/12 Destination: Brooklyn Park, MN
4. Field Trip Overview (Include events, establishments and locations):
attached

5. Field Trip Departure from School (Date and Time): 4/29/12 @ 2:00 PM
Field Trip Return to School (Date and Time): 5/1/12 @ 7:00 PM
6. Objectives of Field Trip: Student organization Leadership training
student state level competition in occupational
Possible National participation competition
7. Relationship to Curriculum or Student Learning:
CTE objectives and application of skills
8. Planned Follow-up Field Trip Activities: possible National Conference
classroom presentations
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>\$100⁰⁰ per person</u>	<u>\$1000⁰⁰</u>
Total Meals	<u>\$40⁰⁰ per person (10 persons)</u>	<u>\$400⁰⁰</u>
Total Lodging	<u>\$115⁰⁰ per night per room (3 rooms/8 students 2 adults)</u>	<u>\$1035⁰⁰</u>
Total Transportation		<u>\$380⁰⁰</u>
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>1 van = 190</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:	<u>2 vans 380</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:		
Total Additional Stipends:		\$
Other:		\$
Total		\$2815

Revenues		
District Budget	Code:	\$
Booster Group	<u>Perkins grant</u>	<u>\$890</u>
Donations	<u>Possible Order Scholastic</u>	<u>\$400</u>
Student Fees	<u>160 ea X 8 stude</u>	<u>\$1280</u>
Total Additional Stipends:		\$
Total		\$2815

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 *will do once confirmed*
- ☒ 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

attached

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

Signature of Contact Person:

[Signature]

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:

[Signature]

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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: Kris Teberg☐

Not Recommended

Date: April 5 & 6, 2012

Assistant Superintendent:

☒

Recommended

Name: _____

☐

Not Recommended

Date: E. Crawford

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: LAKEWOOD ELEM; 4th + 5th
2. Contact Person (Responsible for Checklist Completion): KRISTIN TEBERG
3. Field Trip Date(s): APRIL 5+6, 2012 Destination: ST. PAUL, MN
4. Field Trip Overview (Include events, establishments and locations): NATURAL HISTORY MUSEUM, STATE CAPITOL TOUR + VISIT W/LEGISLATORS, SCIENCE MUSEUM CAMP-IN, ST PAUL BASILICA
5. Field Trip Departure from School (Date and Time): APRIL 5, 2012 @ 8:00 a.m.
Field Trip Return to School (Date and Time): APRIL 6, 2012 @ 3:00 p.m.
6. Objectives of Field Trip: Science standards

7. Relationship to Curriculum or Student Learning: Learning hands on activities

8. Planned Follow-up Field Trip Activities: none

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ <u>///</u>
Total Meals	\$ <u>///</u>
Total Lodging	\$ <u>///</u>
Total Transportation	\$ <u>///</u>
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyageur</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ <u>700.00 grant</u>
Other:	\$ <u>///</u>
Total	\$ <u>n/a</u>

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$ <u>n/a</u>

Grant from
Flint Resources

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

*See attached
enclosure*

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

Signature of Contact Person:

Huston Kueberg

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:

Huston Kueberg

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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: Jim Arnold
☐ Not Recommended Date: 3/2/12

Assistant Superintendent: ☐ Recommended Name: E. Crawford
☐ Not Recommended Date: _____

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: Nov. 15, 2011

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: : **HOSA 11th and 12th Grade**
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): June 19th to 23rd 2012 Destination: Orlando, Florida Disney's Coronado Springs Resort
4. Field Trip Overview (Include events, establishments and locations): See attached (waiting for the state advisor to send this out)
5. Field Trip Departure from School (Date and Time): June 19, 2012 TBA
Field Trip Return to School (Date and Time): June 23rd, 2012 TBA
6. Objectives of Field Trip: Students will be competing at National HOSA(Health Occupations Students of America) National Conference Leadership.
7. Relationship to Curriculum or Student Learning: **Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.**
The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.
HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.
8. Planned Follow-up Field Trip Activities: Article for paper.
9. Field Trip Budget Request Awaiting for a schedule to be put out by National HOSA. These prices are estimates from last year.

Estimated Expenses	
Total Admission/Fees ~\$109.00 ~15 students and 2 staff	\$ 1,853.00
Total Meals Three meals a day at five days \$27.00/day = \$135.00	\$ 459.00
Total Lodging \$160.00/night x five nights \$800.00	\$ 4000.00
Total Transportation	\$ 1445.00
<input type="checkbox"/> School District Vehicle(s)	
x Commercial Transportation Carrier ~ Name: Super shuttle round trip \$85.00 approx.	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: Airfare Aprox. \$500.00 to 700.00	\$ 10200.00

Total	\$17,957.00
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Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees Admission \$109.00 ~15 students		\$ 1,635.00
Meals \$27.00~15 students		\$405.00
Lodging		\$3,200.00
Super shuttle ~ 485.00 X 15 Students		\$1,275.00
Airfare 15 @ ~ \$600.00		\$9,000.00
Total Additional Stipends:		\$
Total	" Students will all be self pay "	\$15515.00

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

- ☒ Maintain Student Roster and Check-in/Check-out Procedure

11/15/2011 Extended Extended trip request 2011-Florida

x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: Kimberly Olson Instructor

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.

x Arrange Funding of Expenses During Trip

x 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: Kimberly Olson Instructor