

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:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: <u>Kathi Kusch Marshall</u> Date: _____
SUPPLEMENTAL TRIP ACTION		
Principal:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: _____ Date: _____
Instructional/Supplemental Trips need not be sent to District office.		
EXTENDED TRIP ACTION		
Principal:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Name: <u>Kathi Kusch Marshall</u> Date: _____
Assistant Superintendent:	<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Name: <u>[Signature]</u> Date: <u>3/16/13</u>
School Board:	<input type="checkbox"/> Approved <input type="checkbox"/> 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: Congdon Park 4th Grade Team
2. Contact Person (Responsible for Checklist Completion): John Bushey
3. Field Trip Date(s): March 27-29, 2013 Destination: Wolf Ridge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): CP 4th graders will arrive for lunch at WR 3/27/13. 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. Fri : one class, head back after lunch arriving at school about 1:45
5. Field Trip Departure from School (Date and Time): 9:15am March 27th, 2013
 Field Trip Return to School (Date and Time): March 29th, 2013 approximately 1:45pm
6. Objectives of Field Trip: To provide an experiential learning opportunity to Congdon Park 4th grade students which will help meet the MN state standards in Science and Physical Education, 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 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 powerpoints or movie maker videos.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$12486
Total Meals (meals included)	\$ included
Total Lodging (lodging included in admission)	\$0 included
Total Transportation	\$1025.
<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	\$150
Other:	\$
Total	\$13661

Revenues		
District Budget	Code:	\$
Fundraising: calendar & Subway Cards salea		\$8000
Donations PTA bus costs		\$1025
Student Fees Balance due after fundraising		\$2200
Total Additional Stipends: chaperone fees		\$2520
Total		\$13745

10. Reviewed/Completed Request Checklist: Yes No

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

9:00am _____

LOCATION

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


1:45pm _____

See attached form for detailed itinerary

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: _____

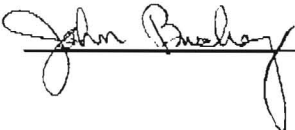


FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

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: _____



Itinerary:

Wednesday, March 27, 2013

Leave Congdon Park School 9:00am March 27th, 2013.

Arrive Wolf Ridge ELC @11:00am March 27th, 2013.

Orientation for group 11:30am

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 28th, 2013

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 29th, 2013

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 Park School

@1:45 Arrive back at school – parents pick up kids. Busses leave gear in their rooms – collect Monday.

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- 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:

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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: Juni A. [Signature]
 Not Recommended Date: 2/28/13

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 3/6/13

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 Peller

3. Field Trip Date(s): 4/28/13 - 4/30/13 Destination: Brooklyn Park, MD

4. Field Trip Overview (Include events, establishments and locations):
Leadership training / Events
State / National qualifying events / Competition

5. Field Trip Departure from School (Date and Time): 4-28-13 @ 2:00PM.

Field Trip Return to School (Date and Time): 4-30-13 @ 7:00PM.

6. Objectives of Field Trip: State competition
Leadership training
National qualifying events

7. Relationship to Curriculum or Student Learning:
FCCLA-HERO, early childhood best practices, curriculum planning

8. Planned Follow-up Field Trip Activities:
Presentations to classes, supervisors and community based centers.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>Royal \$400 per person 10 x 100</u>	\$1,000 ⁰⁰
Total Meals	<u>Included except for (2 dinner) \$25.00 x 10</u>	\$ 250 ⁰⁰
Total Lodging	<u>112⁰⁰ per night X 3 room X 2 night</u>	\$ 672 ⁰⁰
Total Transportation		\$ 181 ⁵⁰
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>van</u>	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name:	<u>Rental van</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:		
Total Additional Stipends:	<u>Chapter costs for State level (certificates)</u>	\$ 30 ⁰⁰
Other:		\$ _____
Total		\$ 2,133.50

TBD.

Revenues		
District Budget	Code:	\$
Booster Group		\$ 283.50
Donations	<u>Ordean Foundation</u>	\$ 500 ⁰⁰
Student Fees	<u>BS x 10</u>	\$ 1,850 ⁰⁰
Total Additional Stipends:		\$ _____
Total		\$ 2,133.50

(scholarships pending)

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

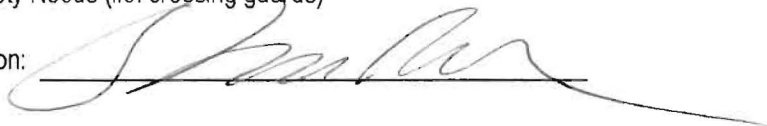
TIME

LOCATION

All events @ Crown Plaza in Brooklyn Park, MN

- 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: _____



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- 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:

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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 (externally sponsored) 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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Jim Arnold
 Not Recommended Date: 4/3/13

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 3/6/13

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 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
- x Planned Itinerary

TIME

LOCATION

	Awaiting itinerary form 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/Externally Sponsored 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: _____

Welcome Back to a great 2012-13 school year

Candy Leopold [cmleopold@minnesotahosa.org]

Sent: Monday, August 27, 2012 7:24 PM

To: dbestland@isd2170.k12.mn.us; tracie.bjorklund@gmail.com; Bombardo, Sharon [Sharon.Bombardo@anoka.k12.mn.us]; robin.bondhus@anoka.k12.mn.us; alex.brown@hutch.k12.mn.us; Jennifer Doom [Jennifer.Doom@isd742.org]; eduehr@shakopee.k12.mn.us; MGILBERTSON@parkrapids.k12.mn.us; cory.hubble@anoka.k12.mn.us; sarannlindvall@gmail.com; kmuell1@isd77.k12.mn.us; ann.dragston@wtc.k12.mn.us; jmeier@nemetromn.us; Bill Neiss - Spring Lake Park High School [bneiss@district16.org]; kimberly s. olson; Leah.Sams@anoka.k12.mn.us; WALCH, PHILIP [PHWALCH@rochester.k12.mn.us]; Chuck.Rud@nemetromn.us; pjschmitz@isd194.k12.mn.us; mslattengren@esko.k12.mn.us; Connie Sullivan - Blaine High School [connie.sullivan@anoka.k12.mn.us]; Kathleen.Weiland@stfrancis.k12.mn.us; White, Teresa [Teresa.White@nemetromn.us]; Henning-Hobot, Nicole [Nicole.HenningHobot@anoka.k12.mn.us]; jrobert@redwing.k12.mn.us; DMoffett@mercymooselake.org; rjbrustad@district287.org; rhonda.aspensen@winona.k12.mn.us; kimberly.truchan@winona.k12.mn.us; Gary Leafblad [LeafbladG@district279.org]; Casella, David (OSH) [CasellaD@District279.org]; sotaki@district279.org; vjohnson@detlakes.k12.mn.us; abell@mnsccsc.org; Constance M. Hall [cmhall@District287.org]; bobarnett@rochester.k12.mn.us; douglas.anderson@district196.org; LIROZMAN@rochester.k12.mn.us; emily.bedsted@anoka.k12.mn.us; david.weigman@anoka.k12.mn.us; kari.slade@mpls.k12.mn.us; heather.gysbers@mpls.k12.mn.us; cnoeli1@fairview.org; maria@aioic.org

Welcome BACK!



www.minnesotahosa.org

www.hosa.org

I know it is redundant but "Where did the summer go? I hope everyone has one wonderful story to tell as they return to the classroom.

MN HOSA has been working all summer to help make your HOSA year a great experience in the classroom. I know that you need to have all your events approved early so all the HOSA events are set and ready to go for the 2012-2013 school year.

HOSA New Logo

Not to take away from the HOSA emblem which will still be an important recognition of our organization, HOSA has designed a new "trading" logo to be used on t-shirts, stationery, etc. It is to identify the growth and bring us into the new era of high tech medical careers and services. I hope that you will see the new "hosa" identity as a move forward. It is to be used as it is seen and can be used on your sweatshirts, t-shirts, or any other items that you use HOSA for promoting your programs. It is all small letters so it is not seen as an abbreviation but to let people know we are the "Future Health Professionals".



MN HOSA MRC- The FIRST State MRC

As we started talking about the Medical Reserve Corps Unit the end of last year the summer has given us more opportunities to be a part of the MN HOSA MRC with the help of Regional Units in your areas. There will be opportunities for projects for your students and take them on to competition at the HOSA conferences as well as make them community leaders that they can continue after graduation. If you are interested in finding out more on how to make your program a MN HOSA MRC please contact me at cmleopold@minnesotahosa.org. I am trying to make arrangements to have MRC Regional Directors come into your classrooms to start your orientation. I am looking for numbers of units throughout the state and numbers of students that will be involved that I can report for potential funding for MRC activities. I hope you will consider this great community service opportunity.

HOSA National Service Project:

Cystic Fibrosis was voted on at the 2012 National HOSA Service Project for 2012-2014. Learn more about on the website with more information throughout the year- <http://www.cff.org>

Classroom Highlights

As we start the year and while you are doing your projects and community service projects, think about how you can display it through the HOSA website, the National HOSA magazine or the Department of Education/Health Science Newsletter. We are always looking for ways to showcase the Health Science Programs throughout the state. We need to be recognized as what we are- 100% focused on helping students to become our highly- qualified healthcare workers of the future. Send all articles to me at my email or Mike Mitchell at michael.mitchell@state.mn.us.

Health Science Teacher workshop- October 4th & 5th

The Health Science Teacher Association has planned a dynamic workshop to help you with your questions from classroom management, curriculum ideas, to funding and fundraising. I hope you will make it to this well organized and beneficial workshop. Knowing that most health science programs are a "Department of ONE" - find out that you are really not alone and have some great teachers to connect with. You should have the brochure in an email or it will be coming soon.

HOSA Event Information

All Events are set for HOSA this year with the possibility of a Timberwolves HOSA game and possible Twins Game. Those two I am still working on but both will be outside the school day.

2012-2013 HOSA events:

Fall Delegate Conference:

November 8th & 9th – Holiday Inn East, St. Paul, MN. State Officer Candidate forms and registration are on the www.minnesotahosa.org website.

The online registration will be up on the www.hosa.org website by October 1st.

Mid - Winter Competitive Events Day:

Metro – Argosy University- January 3rd

Rochester- Rochester Community College-January 4th

State Leadership Conference:

April 17th – 19th – Best Western Kelly Inn, St. Cloud, MN

National Leadership Conference:

June 26th- 30th – Opryland Hotel Nashville, TN

HAVE A GREAT YEAR!!

Candy Leopold, RN

MN HOSA State Advisor

8553 Chanhassen Hills DR S

Chanhassen, MN 55317

Phone:

Office- 952-934-5885

Cell- 612-590-4808

Fax- 952-960-0093

DISTRICT 709
FIELD TRIP REQUESTS

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INSTRUCTIONAL TRIP ACTION

Principal: Approved
 Not Approved

Name: *Karen [Signature]*
Date: 3/6/13

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 [Signature]*
Date: 2/28/13

Assistant Superintendent: Recommended
 Not Recommended

Name: *[Signature]*
Date: 3/6/13

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: Feb 28 2013

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Skills USA Minnesota grade 9-12
2. Contact Person (Responsible for Checklist Completion): Glenn D'Amour
3. Field Trip Date(s): April 5-7 2013 Destination: Minneapolis, Minnesota
4. Field Trip Overview (Include events, establishments and locations): State Skills USA Competition
DoubleTree Hotel/Conference Center 7800 Normandale Boulevard, Bloomington, MN 55435 PH 952-835-7800
5. Field Trip Departure from School (Date and Time): April 5th, 2013 at 3:30 pm
Field Trip Return to School (Date and Time): April 7th, 2013 at 6 pm
6. Objectives of Field Trip: Culinary Competition. Students winning or placing in competition will earn scholarships. Students will also gain experience in competition which is highly regarded in our industry.
7. Relationship to Curriculum or Student Learning: We are looking to continually raise the standards of culinary excellence. We want to nurture the creativity of our students while providing a showcase for their individual skills and techniques. We would like to promote camaraderie and educational opportunities among culinary students.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to Nationals

9. Field Trip Budget Request

Estimated Expenses		
Total Registration	\$100.00per student	\$ 200.00
	\$100.00 per advisor	\$ 100.00
Total Meals	\$25.00per student per day x 3, \$25.00per day per advisor	\$ 225.00
Total Lodging for 2 Nights		\$ 312.00 (2 in room)
Total Lodging for 2 Nights for Instructor		\$ 278.00
Total Transportation		\$71. 41 car
** School District Vehicle(s)		\$40.00 est gas
Commercial Transportation Carrier ~ Name: Duluth Public Schools		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:		
Total Additional Stipends:		
Other: Substitute		\$ 100.00
Total		\$ 1326.41

Revenues		
District Budget	Code: Perkins	\$ 593.00
Booster Group		\$
Donations		\$
Student Fees	activity account	\$ 733.41
Total Additional Stipends:		\$
Total		\$ 1326.41

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.

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- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
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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
- 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
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Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: _____

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at STC. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.



SkillsUSA Minnesota State Conference Information

Article Index

Events - State Conference - Information
Items 6-12
Items 13-20
Items 21-25
All Pages

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The 46th Annual Minnesota SkillsUSA Championships Conference will be held on Friday, April 5th, Saturday, April 6th and Sunday, April 7th, 2013. The conference will be housed at the DoubleTree by Hilton Bloomington Mpls. South, 7800 Normandale Boulevard, Bloomington, MN 55435, and (952) 835-7800. Skill Contests will be held across the metro area. Buses will be available to transport students to and from most events.

Updated for 2013!

There are some new format changes for this year's conference packet. Registration needs to be submitted by using the newly redesigned state conference Excel Spreadsheet. Simply fill it out and send it electronically to the state SkillsUSA office. Please look for the "NEW" document and follow the instructions carefully. You will also notice that there is a "NEW" Contest Grid Chart for all (87) contests. The Grid Chart provides you with an overview of the number of contestants/contest, whether it is a team or individual contest, contest codes, notebook requirements, etc. All forms are located on the website at: <http://www.mskillsusa.org/> I hope that you find the improvements easy to use and navigate.

To help the state SkillsUSA office with accuracy there will be NO additions after March 8th There will be NO On-Site substitutions this year at all contests. No exceptions!

ITEM 1 - CONFERENCE ATTENDANCE

- Each student who attends the conference should participate in at least one competitive event and must attend all scheduled conference activities.
- ONE ADVISOR MUST ACCOMPANY EVERY 10 STUDENTS ATTENDING THE CONFERENCE. Chapter advisors should assume the responsibility of seeing that students report to the competitive events they have registered for and that rules of conduct are maintained. Students may not stay at the hotel without an accompanying advisor.

ITEM 2 - RULES AND REGULATIONS FOR COMPETITIVE EVENTS

- All participants must be paid active members of State and National SkillsUSA as of February 4, 2013.
- Students must compete in the contest area that aligns with their occupational objective for the current school year.
- Participants may enter (1) skill contest and (3) general contests as long as they can work it into their schedule. This is excluding Mechanics Dexterity, Job Interview and all team events. Please remind students that they are eligible for only one national contest regardless of how many contests they win at the state level. IF A STUDENT WISHES TO COMPETE IN MORE THAN (1) SKILLED CONTEST AREA - ADVISOR MUST RECEIVE APPROVAL FROM THE STATE DIRECTOR BEFORE SIGNING-UP!

STUDENTS must be PRESENT at the AWARDS CEREMONY or FORFEIT ANY MEDALLION, and the right to ATTEND the NATIONAL COMPETITION.

ITEM 3 - REGISTRATION COST FOR CONFERENCE

- Please register each student attending the conference by using the registration form that is located on the website <http://www.mskillsusa.org>. Registration is due Friday, February 15th, 2013.
- EARLY BIRD Registration fees are \$100.00 per person. Registration fees include registration materials, supplies, awards, bus service, evening entertainment, Awards Breakfast, etc.
- LATE Registration Fees will be \$125.00 per person for registration arriving after February 16th, 2013.
- Make checks payable to SkillsUSA Minnesota. Chapter advisors are responsible for picking up their chapter registration materials at the registration table at the DoubleTree by Hilton Bloomington Mpls. South on Friday, April 5th, 2013.

Please Mail Conference Registration Form to:
Jennifer Polz, Executive Director
SkillsUSA Minnesota
P.O. Box 29286
Minneapolis, MN 55429
Or FAX FORMS INTO the STATE OFFICE@: 763-560-1936
DEADLINE: FEBRUARY 17th, 2012

ITEM 4 - HOTEL RESERVATIONS



Hotel Rates PER ROOM, PER NIGHT for 2013 Conference

- \$122.00 x 14.275% tax = \$139.42 PER ROOM, PER NIGHT FOR ONE OR TWO PEOPLE IN A ROOM
- \$137.00 x 14.275% tax = \$156.56 PER ROOM, PER NIGHT FOR THREE PEOPLE IN A ROOM (\$50.66 per person)
- \$147.00 x 14.275% tax = \$167.98 PER ROOM, PER NIGHT FOR FOUR PEOPLE IN A ROOM (\$40.85 per person)

The hotel will not guarantee room types. If you request a double due to three or four people in a room you may get a king with a roll away or a pull out sofa.

“NEW” The Hotel Reservation Form is in a Word Template Spreadsheet this year directly from the hotel. To ensure a smooth reservation process they ask that all conference attendees use this form. Please e-mail this directly to the Reservations Manager Nicole Nault. Her e-mail is nicole.nault@hilton.com Please use the Hotel-School Template Hotel Reservation form for the Double Tree by Hilton Bloomington Mpls South.

NOTE: “NEW Changes on Credit Card Policy for 2013”

The Double Tree by Hilton Bloomington Mpls South has a new credit card policy in place to help protect your privacy and personal information. Please be advised that they will no longer extend credit for hotel services on the strength of a Purchase Order only. Please use the provided CREDIT CARD AUTHORIZATION FORM - that is attached. This document will be faxed to a Secured Fax Number in the accounting department at the hotel.

NOTE: MAILED or FAXED in applications will NOT BE accepted and will be discarded upon RECEIPT without notification.

Please contact the State SkillsUSA Office if you have questions or are having problems.

Thank You!

1. The hotel must receive room reservations by March 5, 2013. Following that date, the hotel will only accept reservations on a first come, first serve basis as long as rooms are available.
2. Advisors are responsible for registering students and must accompany their group when checking in. Advisors are responsible for checking out their groups and payment of their hotel bill and incidental charges.
3. Please call the hotel to confirm your reservations before you arrive. This should help avoid problems and changes when you arrive at the hotel to check in.

DEADLINE: March 5, 2013

ITEM 5 - REGISTRATION, PERSONAL and LIABILITY RELEASE FORMS & CODE OF CONDUCT

2013 MSC-NLSC Form 1 To insure that the major objectives of our Skill Conference are met, all participants, including advisors, will be required to adhere to a Code of Conduct and ALL PARTICIPANTS MUST SIGN THE Registration, Personal and Liability Release Form (MSC /NLSC Form 1) of the Minnesota Association of SkillsUSA. Medical and Insurance Information is requested in case of an emergency on this form. Photocopy the form (both sides) and get appropriate signatures and information from each person attending the conference. Please mail or fax them in with your registration materials or bring them to the registration table at the conference. These forms must be in turned in before you can receive your registration materials.

Prev - Next >>

IMPORTANT LINKS

- [Join](#)
- [National Website](#)
- [News](#)

SKILLSUSA WEEK

SkillsUSA Week is celebrated the second week of February each year. The date for the 2013 SkillsUSA Week is February 10 to 16 During SkillsUSA Week: Watch the Webinar: Prepared with the Skills America...

29 Jan 2013 Hits:2

Prev Next

IMPORTANT DOWNLOADS

- [Advisor of the Year Form](#)
- [Conference Dresscode](#)
- [SkillsUSA Brochure for School](#)
- [10 Things You Don't Know](#)

Read more

DISTRICT 709
FIELD TRIP REQUESTS

*RANNILA
SKILLS USA*

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: Jim Audt
 Not Recommended Date: 2/25/13

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 3/16/13

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: 1-31-2012

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: DENFELD Automotive Skills USA Club
2. Contact Person (Responsible for Checklist Completion): MATTHEW PHIL RANNILA - INSTRUCTOR
3. Field Trip Date(s): APRIL 5-7, 2013 Destination: HILTON BLOOMINGTON MPLS. SOUTH
1800 NORMANDALE BLVD. BLOOMINGTON MINNESOTA 55439
4. Field Trip Overview (Include events, establishments and locations): MINNESOTA SKILLSUSA State
CONFERENCE. STUDENTS will compete in SKILL CONTESTS AND participate in
CAREER, TECHNICAL, EDUCATIONAL, AND PERSONAL DEVELOPMENT SEMINARS.
5. Field Trip Departure from School (Date and Time): FRIDAY April 5, 2013, at 8:00 AM.
Field Trip Return to School (Date and Time): SUNDAY April 7, 2013 at 4:00 PM.
6. Objectives of Field Trip: PARTICIPATION in State conference, Interaction and
competition with other Minnesota High School Teams in Auto Service
Technology, and opportunity to attend Personal Development and Job Fairs.
7. Relationship to Curriculum or Student Learning: SKILLSUSA is an Integrated Component of
AYES (Automotive Youth Education Systems) Curriculum utilized at Denfeld
in the Automotive Program.
8. Planned Follow-up Field Trip Activities: Possible Trip to National Conference in June 2013.
Local Job Shadowing, job interviews, paid internships, and summer
employment opportunities for SKILLSUSA student members.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>(100 per student / advisor) 7 students, 1 advisor</u>	\$ 800
Total Meals	<u>(students self pay) advisor 3 days @ 25</u>	\$ 75
Total Lodging	<u>(single 2 nights, 2 rooms = 64) advisor 1 night, 2 nights = 280</u>	\$ 928
Total Transportation		\$ 181.50
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>300 miles @ .565 = 169.50</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$ -
Other:		\$ -
Total		\$ 1,984.50

Revenues		
District Budget	Code: <u>PERKINS GRANT</u>	\$ 477.69
Booster Group		\$
Donations		\$
Student Fees	<u>- ACTIVITY ACCOUNT</u>	\$ 1,506.81
Total Additional Stipends:		\$
Total		\$ 1,984.50

STUDENT	ADVISOR
Fees 700.00	100
MEALS 75	75
LODGING 648.00	280
VAN 158.51	22.69
1,506.81	477.69

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

The purpose of the Extended Field trip

Since 1997 the Secondary Technical Center Automotive program has participated in SkillsUSA. As the Automotive Program instructor, it is my goal to bring our team to Bloomington, Minnesota on April 5, 2013 to participate in the state SkillsUSA conference. The conference will conclude at noon on Sunday, April 7, at which time we will return to Duluth.

In the spring of each year, approximately 350 business and industry leaders get together and present 87 skill and leadership contests to the student members from across the state. These are entry-level, hands-on skill contests, evaluated by the same leaders who prepared them. Four students from STC plan to participate in the Auto Service Technology competition, and three students will be in attendance as observers, enhancing their knowledge and preparing for competition in the 2014 conference. These Auto Service Technology contests are based on industry driven occupational skill standards. Industry donates many thousands of dollars in prizes in the form of scholarships, tools, equipment, and training aids/supplies for participating schools. Business partners work throughout the school year to plan the competitive events and many of these partners hire students right off the competition floor! The top three competitors in each area are recognized, and the first place winner will be offered the opportunity to participate in the national SkillsUSA conference in June of 2013

SkillsUSA is an integrated component of the Automotive Youth Education Systems national curriculum, and SkillsUSA students participate in a Personal Development Program at Denfeld High School before they are qualified to compete at a local, state, or national level.

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 - *STUDENTS AND ADVISORS WILL ADHERE TO DETAILED SCHEDULE / ITINERARY PROVIDED BY SKILLS USA MINNESOTA*

TIME	LOCATION AND "CODE OF CONDUCT" FORMS AND expectations

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

Signature of Contact Person: *Matthew Phil Fannila, Danfeld Automotive Programs 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.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments - *met By Hotel Registration and Reservations*
- 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: *Matthew Phil Fannila*

See Attached SKILLS USA Minnesota Conference Information, Schedule of Events, And Registration, Personal, and Liability Release Form MSC/NLSC Form 1