

### 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.

<b>INSTRUCTIONAL TRIP ACTION</b>		
Principal:	<input checked="" type="checkbox"/> Approved	Name: <u>Janie K...</u>
	<input type="checkbox"/> Not Approved	Date: <u>10/23/14</u>
<b>SUPPLEMENTAL TRIP ACTION</b>		
Principal:	<input type="checkbox"/> Approved	Name: _____
	<input type="checkbox"/> Not Approved	Date: _____
<b>Instructional/Supplemental Trips need not be sent to District office.</b>		
<b>EXTENDED TRIP ACTION</b>		
Principal:	<input type="checkbox"/> Recommended	Name: _____
	<input type="checkbox"/> Not Recommended	Date: _____
Assistant Superintendent:	<input checked="" type="checkbox"/> Recommended	Name: <u>E. Crawford</u>
	<input type="checkbox"/> Not Recommended	Date: <u>11/5/14</u>
School Board:	<input type="checkbox"/> Approved	Name: _____
	<input type="checkbox"/> Not Approved	Date: _____
<b>All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.</b>		

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Maddhe
3. Field Trip Date(s): Dec 4-5, 2014 Destination: University of MN - Crookston
4. Field Trip Overview (Include events, establishments and locations): Students participate in Career Development Events (competitions) at this invitational. Events take place on the UMC campus. Students may earn Awards and scholarships.
5. Field Trip Departure from School (Date and Time): 12:00 noon, Thurs Dec 4, 2014  
Field Trip Return to School (Date and Time): 7:00 p.m Friday, Dec 5, 2014
6. Objectives of Field Trip: Students prepare for these career dev. events as an extension of their classroom experience. It is a great way to practice what they've learned. It is also a great team building event.
7. Relationship to Curriculum or Student Learning: Students take their classroom learning to another level. They also meet students from across the state who have similar career goals/interest.
8. Planned Follow-up Field Trip Activities: Students share (hopefully - accolades) with other FFA members. This helps to motivate other students. Some students have
9. Field Trip Budget Request Chosen UMC as their post-sec educ. institution

Estimated Expenses		
Total Admission/Fees	16 students - registrat + 1 meal	\$192.00
Total Meals	16 students + 1 adult @ 25.00 ea	\$425.00
Total Lodging	6 rooms @ 82.39 (includes tax)	\$494.34
Total Transportation	Bus to grand rapids. Ride share w/ their FFA chapter - \$200.00	\$500.00
<input checked="" type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier - Name:		\$300.00
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) - Name:		
Total Additional Stipends:	substitute 2 days	\$200.00
Other:		\$
<b>Total</b>		<b>\$</b>

Revenues		
District Budget	Code:	\$
Booster Group	Student Club Acct	\$696.95
Donations	Perkins? Advisor share,	\$314.39
Student Fees	50/student	\$800.00
Total Additional Stipends:		\$
<b>Total</b>		<b>\$1811.34</b>

(includes sub)

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.) *Will be doing so!*
- 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. - *will do*
- 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. *may have 1 adult - but not more than 16 students*
- Develop and Communicate Teacher and Adult Chaperone Expectations *will be attending*  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary - *attached*.

**TIME**

**LOCATION**


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

Signature of Contact Person: *Jennifer 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*

## **Duluth FFA Itinerary**

### **University of Minnesota Crookston- Ag and Natural Resources Activities Day**

#### **Thursday, Dec.4, 2014**

- 10:30 a.m. Leave East HS  
Stop in Floodwood Subway)
- 12:30 p.m. Arrive Grand Rapids High School and board school bus
- 3:30 p.m. Arrive Crookston and hotel check in. (Crookston Inn 2200 University Ave.)
- 4:00 Leave for Cabelas -East Grand Forks
- 5:30 p.m. Leave Cabelas- back to Crookston
- 6:30 p.m. Dinner TBA
- 9:00 p.m. Return to hotel for some study/swim time
- 10:30 p.m. Lights out

#### **Friday, Dec. 5, 2014**

- 6:45 a.m. Leave hotel for UMC (Check out of Hotel)
- 7:15 a.m. Check in and Registration for CDE's
- 8:00 a.m. Events begin
- 1:00 p.m. Awards Ceremony
- 2:00 p.m. Leave for home
- 5:00 p.m. Arrive Grand Rapids and leave for Duluth
- 6:30-7:00 p.m. Arrive at East High School

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

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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.)

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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: Becky Jordan  
 Not Recommended Date: 10-27-14

Assistant Superintendent:  Recommended Name: E. Crawford  
 Not Recommended Date: 11/5/14

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: Piedmont 4<sup>th</sup> Grade Team
2. Contact Person (Responsible for Checklist Completion): John Bushey
3. Field Trip Date(s): March 23-25, 2015 Destination: Wolf Ridge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): Piedmont 4<sup>th</sup> 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. 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 23<sup>th</sup>, 2015  
Field Trip Return to School (Date and Time): March 25<sup>th</sup>, 2015 approximately 1:45pm
6. Objectives of Field Trip: To provide an experiential learning opportunity to Piedmont 4<sup>th</sup> grade students which will help meet the MN state standards in Science 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 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		\$10605
Total Meals	(meals included)	\$ included
Total Lodging	(lodging included in admission)	\$0 included
Total Transportation		\$1050.
<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:		\$
<b>Total</b>		<b>\$11755</b>

Revenues		
District Budget	Code:	\$
Fundraising:	calendar sales Subway Card sales	\$3000
Donations	anonymous donation, WR grant, NF grant	\$5500
Student Fees	Balance due after fundraising	\$2615
Total Additional Stipends:	chaperone fees	\$2640
<b>Total</b>		<b>\$11755</b>

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.) *Dec. - Liability Forms*
  - 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. *N.A.*
  - Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
  - Plan Administration of Student Medication and First Aid Needs (if necessary) *Dec. - JAN.*  
**Guide:** Contact School Nurse.
  - Develop and Communicate Action Plan if Student Gets Lost on Trip
  - Arrange Adult Chaperones for Field Trip (if necessary) *in progress*
- 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
9:15am	Leave school, arrive WR 11:00am, Lunch,
	<i>See attached form for detailed itenerary</i>
1:45pm	Return to School from Wolf Ridge

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

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: *John Busby*

## Itinerary:

### **Monday, March 23, 2015**

Leave Piedmont School 9:15am March 23<sup>th</sup>, 2015.

Arrive Wolf Ridge ELC @11:00am March 23<sup>th</sup>, 2015.

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

### **Tuesday, March 24<sup>th</sup>, 2015**

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

### **Wednesday March 25<sup>th</sup>, 2015**

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 Piedmont School

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