

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 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: Tonya M. Scaniers
 Not Recommended Date: 1/6/15

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 2/3/15

School Board: Approved Name: _____
 Not Approved Date: _____

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Duluth Denfeld SkillsUSA Automotive Club
2. Contact Person (Responsible for Checklist Completion): Matthew Phil Rannila, SkillsUSA Advisor
3. Field Trip Date(s): April 10-12 2015 Destination: Sheraton Bloomington Hotel.
4. Field Trip Overview (Include events, establishments and locations): Denfeld SkillsUSA advisor, Matthew Phil Rannila, will travel to the Double Tree by Hilton Hotel in Bloomington, Mn. to participate in all of the activities in the 2015 Minnesota State Leadership and Skills Conference. Please see attached Tentative Program of Events.
5. Field Trip Departure from School (Date and Time): April 10, 2015, at 8:30 a.m.
Field Trip Return to School (Date and Time): April 12, 2015, at 4:00 p.m.
6. Objectives of Field Trip: Students will participate in the Minnesota State Skill Contests, attend Personal Development training workshops, and learn about post-secondary educational opportunities for SkillsUSA students.
7. Relationship to Curriculum or Student Learning: The AYES (Automotive Youth Education Systems) organization And the ASE (Automotive Service Excellence) organization both require student participation in SkillsUSA as a component of maintaining NATEF (National Automotive Technician Education Foundation) certification. Denfeld Auto is one of 9 NATEF Secondary Automotive programs in Minnesota.
8. Planned Follow-up Field Trip Activities: The SkillsUSA students will complete the school year, utilize the resources learned from the State Conference to participate in job shadowing activities, internship opportunities, and post -secondary Technical Education. Students who were designated as State Champions earn the opportunity to travel to and compete in the SkillsUSA National Conference in June of 2015.
9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	7 students= \$700 Instructor = \$100	\$800
Total Meals	All meals are student/instructor responsibility. All students will purchase their own food. Advisor meals= 2 days at \$25 each day	\$ 50- instructor
Total Lodging	Student rooms= \$680 Instructor room \$300	\$980
Total Transportation	x School District Vehicle(s) Mileage for usage of ISD 709 van- 340 miles round trip <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$ 170
Total Additional Stipends:		\$
Other:	No substitute required- trip in during spring break- April 6-10	\$0
Total		\$2000

Revenues		
District Budget	Code:	\$
Booster Group (ISD709 SkillsUSA Club)		\$1380
Perkins- reimbursement for Advisor		\$350
Lodging/meals		
Student Fees		\$350

Total Additional Stipends:	\$
Total	\$2080

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 Itinerary
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person: Matthew Phil Rannala

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: Matthew Phil Rannala

The purpose of the 2015 SkillsUSA Extended Field Trip

Since 1997 the Secondary Technical Center/Denfeld High School Automotive Program has participated in SkillsUSA. As the Automotive Program Instructor and SkillsUSA Advisor, it is my goal to bring our team to Bloomington, Minnesota on April 10, 2015. Our students will participate in the state SkillsUSA conference. The conference will conclude at noon on Sunday, April 12, at which time we will return to Duluth.

In the spring of each school year, approximately 350 business and industry leaders get together and over 70 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 2016 conference.

These Auto Service Technology contests are based on industry driven occupational skill standards, and utilize Core Curriculum and STEM 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 2015

SkillsUSA is an integrated component of the AYES (Automotive Youth Education Systems) national curriculum, and NATEF (National Automotive Technician Education Foundation)

ISD 709 SkillsUSA students will participate in the Personal Development Program during after-school meetings at Denfeld High School, which qualifies them to compete at a local, state, and national level.



**48th Annual SkillsUSA
State Leadership & Skills Championship Conference**

2014 SkillsUSA Minnesota Championships

DoubleTree by Hilton Bloomington Mpls. South • 7800 Normandale Blvd. • Bloomington, MN 55439

– TENTATIVE PROGRAM OF EVENTS –

Friday, April 10, 2015		
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Conference Headquarters and Advisor Lounge		Suite 215
Alumni Headquarters		Suite 218
10:00 am - 1:00 pm	Conference Registration is OPEN	Plaza Mall
1:00 - 2:30 pm	Opening General Session	Veranda Ballroom
3:00 - 4:00 pm	Set Up Career & Chapter Displays, Bulletin Boards & Skill Projects	Plaza Mall
3:30 - 9:30 pm	All General Leadership Contests Select Technical Skill Contests	Plaza area Atrium area
6:00 - 6:30 pm	Pre-Contest Meeting, Job Interview	Veranda Ballroom
5:30 – 7:30 pm	Judges Dinner Buffet	Plaza 3
8:30- 10:30 pm	Entertainment Show <i>Entertainment for all registered participants</i>	Veranda Ballroom
8:30–10:30 pm	Advisor’s Reception	Edina Room
11:00 pm	CURFEW- Lights Out	

Saturday, April 11, 2015		
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Conference Headquarters and Advisor Lounge		Suite 215
Alumni Headquarters		Suite 218
<i>BUSES WILL START LEAVING THE HOTEL AT 6:00 AM TO YOUR CONTEST HOST SITE!</i>		
<u>ALL SKILL CONTESTS will be held around the twin cities metro locations</u>		
8:00 am - 4:00 pm	Technical Skilled Contests State Championships	Multiple Host sites
7:00 pm – 9:00 pm	Alumni Benefit Auction	Bloomington Room
9:00 pm- 12:00 am	SkillsUSA Minnesota Night <i>Entertainment for all registered participants</i>	West & Center Ballroom
12:30 am	CURFEW – Lights Out	

“EARLY START” START”	Sunday, April 12, 2015	“EARLY
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7:30 am – 11:00 am	TECHSPO Vendor Fair with Colleges, Business & Industry Partners	Grand Ballroom Foyer
8:00 am - 9:00 am	Awards Buffet Breakfast	Garden Court Area Veranda Ballroom
9:30 am - 11:00 am	AWARDS PRESENTATION	Grand Ballroom