

DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

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

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

- ✗ Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTION

Principal: Approved 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: Samuel K...
 Not Recommended Date: 4/15/13

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 5/6/13

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: April 5th, 2012

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Physics Department, East H.S.

2. Contact Person (Responsible for Checklist Completion): Ted J. Ford, Physics Teacher

3. Field Trip Date(s): May 2-4, 2013 Destination: Chicago, Ill

4. Field Trip Overview (Include events, establishments and locations): Please see attached Itinerary

5. Field Trip Departure from School (Date and Time): 5:15 AM, May 2

Field Trip Return to School (Date and Time): 10:00 PM May 4

6. Objectives of Field Trip: The objective of the trip it to provide the opportunity for my physics students to take a fantastic field trip to Chicago. Students from past trips have come back with great experiences; seeing first hand physics, science, technology, along with diversified activities which round out the entire trip. Please look over the flyer for specifics on the trip. With traveling by coach there and back and only being gone for three long days, we pack a lot into the trip for lowest possible cost.

7. Relationship to Curriculum or Student Learning: Physics shows how the world works and puts relationships into proper perspective by using equations and math. By visiting United States premiere high particle physics proton accelerator, FermiLab, the students will see and understand the application of much of what we have been covering this last year. Topics such as particle acceleration, centripetal forces, electrostatic Van de Graaff generator, antimatter, electrostatic force fields, sub atomic particles, neutrinos, and a whole lot more. They also will see the wonders of science at the museum of science and industry where physics is being applied in the real world

8. Planned Follow-up Field Trip Activities: _____

Student evaluation of trip, classroom slide presentation of the trip with all students.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$5,700
Total Meals	\$ 300
Total Lodging	\$4,000
Total Transportation	\$6,000
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Minnesota Coaches, Duluth</u>	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: Substitute teachers	\$ 500
Total	\$16,500

Revenues	
District Budget	\$
Code:	
Booster Group	\$
Donations	\$ 450
Student Fees	\$16,170
Total Additional Stipends:	\$
Total	\$16,620

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.

- 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 See attachment

TIME

LOCATION

_____	_____
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person:

Teddy Ford

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
- x Additional Information
Note: Provide any additional information.

Signature of Contact Person:

Teddy Ford

CHICAGO 2013 ITINERARY

May 2nd to May 4th (Thur. – Sat.)

THURSDAY

5:00 A.M Load bus at East HS (Back parking lot)

5:15 Leave East HS. **DON'T BE LATE!** (>2.5 hrs)

7:50 Arrive at Eau Claire for brunch. **30 min stop** (>3.0 hrs)

11:15 Lunch at Spring Green (0.5 hr)

12:00 Arrive at The House on the Rock, a very unique experience. (2 hr tour)

2:00 Board bus for Chicago. (>3.5 hrs)

5:30 Arrive at the motel. Unpack, get situated. We'll go for supper 20 minutes after we arrive. Return to hotel/rec. area: pool, hot tub, sauna, exercise facility, etc. Room Captains meeting directly after we return from supper. Pool & rec area closes at 10:00 pm

11:00 Everyone in own room. Get some sleep. **Friday is a l o n g day.**

FRIDAY

6:30 A.M. Up for breakfast. The hotel's "free" breakfast is a good meal. Breakfast area opens at 6:30 am.

8:00 Be on bus. Leave hotel and travel to Fermi Lab (>0.5 hr) Starts at Wilson Hall, a video presentation and view the Laboratory from the 15th floor windows and visit various displays located there. Linear Accelerator building, the components in the linear accelerator gallery and the Main Control Room. Divide into team #. (9:00-1:30)

12:00 Lunch on your own at restaurant in the atrium of the main building.

1:30 Meet in Atrium just inside exit doors for a photo op. We leave for the Navy Pier, shop, play games, etc. **Do not leave the Pier for any reason at any time.** (1:30) (>1.0 hr)

6:15 Meet by the Seadog Crusises (South side of the pier) for 70 mph tour on Lake Michigan. (4:00-4:30)
Rest of the time enjoy the Navy Pier. Supper on your own at the Navy Pier's restaurants. **Be finished by 6:15**

6:30 Meet just inside front entrance for walk to busses. **DON'T** be late.
We'll travel to the Sears Tower. This is the world's #3 tallest building. (7:00-7:45)

8:15 Meet in lower (basement) floor by second (middle) gift shop from the elevator. We'll walk to our bus.

8:30 Leave for the motel and the Rec. Center. (0.5 hr) Pool & rec area closes at 11:00 pm

11:00 Everyone in own room. Get some sleep.

SATURDAY

6:45 A.M. Everyone up. Have breakfast, check out of your hotel room, pay for any additional charges you have.

8:15 Load up and leave for Museum of Science and Industry. We arrive there about 9:15.
If you go to the Museum Store on lower level (beyond escalators) be sure you come back with one of our chaperones.
Eat lunch at one of the Museum's restaurants. (9:30-12:20)

12:30 Meet in Group Room just before the exit (way we came in) and head for home.
(>Toma 5:00, 1 hr stop, 3.5 hr to Duluth) We'll stop for supper along the way.

9:30 - 10:30 Arrive at East HS.

You should make your own arrangements for a ride home. Call when we get close to Superior, rather than have someone wait for us.

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: Joni Auest
 Not Recommended Date: 4/29/13

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 5/6/13

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: 4/22/2013

Type of Trip: Instructional Supplementary x Extended

1. Organization/Grade/Course Planning Trip:

Denfeld Automotive AYES Program-SkillsUSA Club-National Conference

2. Contact Person (Responsible for Checklist Completion):

Matthew Phil Rannila, ISD 709 Automotive Instructor

3. Field Trip Date(s): June 24-28 2013 Destination: Kansas City, Missouri

4. Field Trip Overview (Include events, establishments and locations):

Arrive in Kansas City 6/24, participate in SkillsUSA events 6/24/2013 to 6/28/2013. Please see attached itinerary/event schedule.

5. Field Trip Departure from School (Date and Time):

Leave Duluth 4 a.m. 6/24/2013, Four persons will travel in rental car- Auto Instructor and Auto student, Culinary Arts Instructor and Culinary student-to Minneapolis, board coach at 8 a.m. and arrive in Kansas City at 6p.m.

Field Trip Return to School (Date and Time): _____

The Duluth party of 4 will leave Kansas City 6/28/2013 at 11:30 p.m., travel by coach to Minneapolis, arriving at 11 a.m. and travel back to Duluth by rental car, arriving in Duluth at approximately 3 p.m.

6. Objectives of Field Trip: Main objective is to participate in all SkillsUSA events, seminars, and learning opportunities, followed up by the Automotive Service Technology Competition on June 27, and concluding with the SkillsUSA Closing Session and Award Ceremonies on June 28, 2013

7. Relationship to Curriculum or Student Learning:

SkillsUSA is an integrated component of the AYES Automobile program, and Denfeld Automotive is an AYES School.

8. Planned Follow-up Field Trip Activities:

Upon returning to Duluth, the student will update his resume/portfolio, finalize his post-secondary career pathway, and prepare for technical school in the fall of 2013.

9. Field Trip Budget Request- This is for the Automotive Technology Instructor and student. Student will contribute toward his registration fees of \$185 and pay for his own meals. Funds from SkillsUSA fundraising events will pay for balance of student registration.

Estimated Expenses	
Total Admission/Fees	\$390
Total Meals -Instructor	\$125
Total Lodging	\$785

Total Transportation		\$50 for Instructor and \$50 for Student for SkillsUSA coach
<input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ Not available from SkillsUSA at this time <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
		\$190 for Rental car for round trip commute to Mpls to board coach
Total Additional Stipends:		\$
Other:		\$
Total		\$1590

Revenues		
District Budget	Code: <i>Perkins</i>	\$ <i>900</i>
Booster Group		\$
Donations		\$
Student Fees	<i>activity acct.</i>	\$ <i>600</i>
Total Additional Stipends:		\$
Total		\$ <i>1500</i>

MPR

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

Signature of Contact Person: Matthew Paul Rasmala

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 Paul Rasmala

TENTATIVE AGENDA- *Subject to change*

MONDAY, June 24

- | | |
|--|---|
| 7:30 AM | • State Directors Breakfast and Meeting to follow |
| 2:00 - 6:00 PM | • Registration Materials should be picked up in hotel lobby |
| Please have dinner prior to arriving for Mandatory State Delegation Meeting | |
| 6:30 PM | • State Delegation Meeting- Mandatory Meeting for Contestant and Advisor |
| | • Professional Development Test given for all student competitors |

TUESDAY, June 25

- | | |
|----------------------|---|
| 12:00 Noon - 6:00 PM | • Set up Displays and Promotional Bulletin Boards |
| 8:00 AM - 4:00 PM | • TECHSPO & Career Fair |
| 11:00 – 6:00 PM | • Contest orientation meetings |
| 8:30 – 4:45 PM | • TAG TUESDAY (DELEGATES- State Officers will attend) |
| 2:00 PM | • Joint Delegate Session |
| 7:00 – 10:00 PM | • Champions Night at the Power & Lights District |
| 7:30 -8:30 PM | 100% Advisors Reception – must have invite to attend |

WEDNESDAY, June 26

- | | |
|--------------------|--|
| 7:30 AM | • Leadership Contests- report to Contest Area |
| 8:00 AM - 5:00 PM | • Pre-contest meetings for skill contests |
| 7:45 AM | • Teacher's Continental Breakfast |
| 8:30 AM - 9:45 AM | • Teacher's Session |
| 8:00 AM – 5:00 PM | • SkillsUSA Championships (open to the public) |
| 8:00 AM - 4:00 PM | • TECHSPO & Career Fair |
| 9:00 AM – 4:00 PM | • Delegate Meetings |
| 10:30 AM- 1:30 PM | • SkillsUSA' Amazing Race |
| 10:30 AM - 4:00 PM | • Skills University |
| 2:30 PM | • SkillsUSA Corporate Meeting |
| 7:00 PM | • Opening Ceremony & Ribbon Cutting Ceremony |

THURSDAY, June 27

- | | |
|--------------------|---|
| 7:30 AM & 8:00 AM | • Contestants report to Contests area |
| 8:00 AM | • Leadership Contest Finals |
| 8:30 AM | • Official SkillsUSA Championships Ribbon Cutting |
| 9:00 AM – 4:00 PM | • SkillsUSA Championships (open to the public) |
| 8:00 AM - 4:00 PM | • TECHSPO & Career Fair (<i>Indoor Exhibits close at 3:00 pm</i>) |
| 10:00 – 2:00 PM | • Skills University |
| 1:00 PM | • Meet the Candidates / Delegate Assembly Business Meeting |
| 6:30 PM - 10:00 PM | • "SkillsUSA Night" – Worlds of Fun Amusement Park |

FRIDAY, June 28

- | | |
|--------------------|---|
| 7:30 am | • State Directors' Breakfast |
| 8:00 AM - 12:00 PM | • Contest Breakfasts, Luncheons and Debriefings |
| 8:00 AM | • Timberland Community Service Project |
| 9:00 AM | • Champions 5K Race |
| 9:00 AM - 1:00 PM | • SkillsUSA University |
| 10:30 PM | • Delegate Assembly Business Meeting / Meet the Candidates |
| 6:00 PM | • Awards Ceremony |
| 9:00 PM | • Minnesota Rally & Recognition at Hotel- Taco or Pizza Buffet will be served |
| 11:00 PM | • MN Buses Depart for home |



DISTRICT 709 FIELD TRIP REQUESTS

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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: Jim Arudo
 Not Recommended Date: 4/30/13

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 5/6/13

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: East Culinary Arts
2. Contact Person (Responsible for Checklist Completion): Glewn D'Amour
3. Field Trip Date(s): June 24-28-13 Destination: Kansas City Missouri
4. Field Trip Overview (Include events, establishments and locations): Arrive in Kansas 6-24 participate in Skills USA events 6-24 to 28-2013. See attached Itinerary/Event Schedule
5. Field Trip Departure from School (Date and Time): 4am 6-24-2013 in rental car to mpis
Field Trip Return to School (Date and Time): 6-28-2013 3pm After meeting Skills USA BUS
6. Objectives of Field Trip: to win culinary competition - to teach student ^{MPIS} how to compete as well as participate in other learning opportunities
7. Relationship to Curriculum or Student Learning: Competition is a big part of Culinary Arts. Skills USA is a long time partner with many schools
8. Planned Follow-up Field Trip Activities: Student was just accepted to the Culinary Arts Institute in New York.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 390
Total Meals	\$ 125
Total Lodging	\$ 785
Total Transportation	\$ 50.00
<input type="checkbox"/> School District Vehicle(s)	50.00
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Rented by Skills USA</u>	140.00
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	to end from MPIS
Total Additional Stipends:	\$
Other:	\$
Total	\$ 1590

BOS (\$50.00 Instructor
50.00 Student
140.00 rental car to end from MPIS

Revenues		
District Budget	Code: <u>Perk inc</u>	\$ 990
Booster Group		\$
Donations		\$
Student Fees	<u>Activity Acct</u>	\$ 600
Total Additional Stipends:		\$
Total		\$ 1590

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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- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

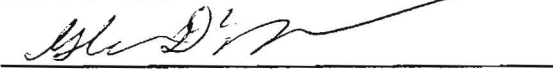
- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

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Note: Provide any additional information.

Signature of Contact Person: 

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- 6:30 PM • State Delegation Meeting- **Mandatory Meeting for Contestant and Advisor**
- Professional Development Test given for all student competitors

TUESDAY, June 25

- 12:00 Noon - 6:00 PM • Set up Displays and Promotional Bulletin Boards
- 8:00 AM - 4:00 PM • TECHSPO & Career Fair
- 11:00 - 6:00 PM • Contest orientation meetings
- 8:30 - 4:45 PM • TAG TUESDAY (DELEGATES- State Officers will attend)
- 2:00 PM • Joint Delegate Session
- 7:00 - 10:00 PM • Champions Night at the Power & Lights District
- 7:30 - 8:30 PM 100% Advisors Reception – must have invite to attend

WEDNESDAY, June 26

- 7:30 AM • Leadership Contests- report to Contest Area
- 8:00 AM - 5:00 PM • Pre-contest meetings for skill contests
- 7:45 AM • Teacher's Continental Breakfast
- 8:30 AM - 9:45 AM • Teacher's Session
- 8:00 AM - 5:00 PM • SkillsUSA Championships (open to the public)
- 8:00 AM - 4:00 PM • TECHSPO & Career Fair
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THURSDAY, June 27

- 7:30 AM & 8:00 AM • Contestants report to Contests area
- 8:00 AM • Leadership Contest Finals
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- 9:00 AM - 4:00 PM • SkillsUSA Championships (open to the public)
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- 9:00 AM • Champions 5K Race
- 9:00 AM - 1:00 PM • SkillsUSA University
- 10:30 PM • Delegate Assembly Business Meeting / Meet the Candidates
- 6:00 PM • Awards Ceremony
- 9:00 PM • Minnesota Rally & Recognition at Hotel- Taco or Pizza Buffet will be served
- 11:00 PM • MN Buses Depart for home



Shonda
Peller**DISTRICT 709**
FIELD TRIP REQUESTS

FCCLA - NLC 7/8/13

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: Joni Amdt
 Not Recommended Date: 5/2/13

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 5/6/13

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): est 7-8-13/7-12-13 Destination: Nashville, TN
4. Field Trip Overview (Include events, establishments and locations):
Opryland hotel & convention center
tourists options available
5. Field Trip Departure from School (Date and Time): 7/8/13
Field Trip Return to School (Date and Time): 7/12-13
6. Objectives of Field Trip: Complete at National Leadership Conference
State Leadership training
Spirit of Advising - present
7. Relationship to Curriculum or Student Learning:
CTSO - FCCLA / community awareness/campaign
8. Planned Follow-up Field Trip Activities: publication of survey results
and spread awareness of distracted-free
9. Field Trip Budget Request partnership w/ organization in vicinity driver

Estimated Expenses		
Total Admission/Fees	<u>est -</u>	\$ 300
Total Meals		\$ 100
Total Lodging	<u>700</u>	\$ 700
Total Transportation		\$ 450 ⁰⁰
<input type="checkbox"/> School District Vehicle(s) <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____ <u>Airlines - will book separate</u>		
Total Additional Stipends:		\$
Other:	<u>shuttles/trump</u>	\$ 100 ⁰⁰
Total		\$ 1650⁰⁰

Revenues		
District Budget	Code: <u>(C. PERKINS)</u>	\$
Booster Group		\$
Donations	<u>- possible grant TSD</u>	\$?
Student Fees	<u>student</u>	\$
Total Additional Stipends:		\$
Total		\$ 1650⁰⁰

1,650 | 1 advisor - GRANT (C. PERKINS)
1,650 | Student Activity Account SELF PAY

per pair

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. *N/A summer*
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse. *N/A summer*
- 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 *will attach upon confirmed*

TIME

LOCATION

Nashville, Tenn.

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

Signature of Contact Person: _____

[Handwritten 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: _____

[Handwritten Signature]

2013 National Leadership Conference – Nashville, Tennessee

Schedule At-A-Glance

(Tentative agenda as of February 21, 2013, – Subject To Change)

Thursday, July 4	Saturday, July 6	Sunday, July 7	Monday, July 8	Tuesday, July 9	Wednesday, July 10	Thursday, July 11
<p>2:00 p.m. - 4:00 p.m. Board of Directors Executive Committee Meeting</p> <p>5:00 p.m. - 9:00 p.m. Board of Directors Committee Meetings</p>	<p>EARLY REGISTRATION 7:00 a.m. - 8:00 a.m. State Advisers Only</p> <p>8:00 a.m. - 12:00 p.m. 1:30 p.m. - 6:00 p.m. All Delegates</p>	<p>REGISTRATION 7:30 a.m. - 12:00 p.m. 1:30 p.m. - 6:00 p.m.</p>	<p>REGISTRATION DESK 7:30 a.m. - 7:00 p.m.</p>	<p>REGISTRATION DESK 7:30 a.m. - 3:00 p.m.</p>	<p>REGISTRATION DESK 7:30 a.m. - 5:30 p.m.</p>	<p>REGISTRATION DESK 7:30 a.m. - 3:00 p.m.</p>
<p>Friday, July 5</p> <p>9:00 a.m. - 12:00 p.m. Board of Directors Committee Meetings</p> <p>1:00 p.m. - 6:00 p.m. Board of Directors Meeting</p> <p>12:00 noon - 7:00 p.m. CEAT Meeting</p> <p>3:00 p.m. - 6:00 p.m. New State Advisers Orientation</p> <p>6:15 p.m. - 10:15 p.m. Tours</p>	<p>8:30 a.m. - 1:00 p.m. State Advisers Business Meeting and Professional Development</p> <p>8:30 a.m. - 10:15 p.m. Tours</p> <p>9:00 a.m. - 10:00 a.m. NOC Test</p> <p>10:30 a.m. - 12:00 p.m. NOC Adviser Orientation</p> <p>10:30 a.m. - 12:00 p.m. NOC Orientation</p> <p>12:00 p.m. - 1:00 p.m. NOC Nominating Committee Meeting</p> <p>1:00 p.m. - 3:00 p.m. NOC Think Tank</p> <p>1:00 p.m. - 6:00 p.m. Competitive Events Registration Packet Pick-up (Advisers Only)</p> <p>1:00 p.m. - 9:00 p.m. NOC Nominating Committee Interviews</p> <p>3:00 p.m. - 4:00 p.m. FACS Knowledge Bowl Volunteer Orientation</p> <p>3:30 p.m. - 4:30 p.m. Culinary Arts - Consultants & Evaluators Meeting</p>	<p>6:00 a.m. - 6:30 a.m. FCCLA Run4Red 5k Fun Run/ Walk Registration & Warm Up</p> <p>6:30 a.m. - 8:30 a.m. FCCLA Run4Red 5k Fun Run/ Walk</p> <p>6:00 a.m. - 11:00 p.m. State Photos</p> <p>7:00 a.m. - 5:00 p.m. Culinary Arts Competition (offsite)</p> <p>9:00 a.m. - 11:00 a.m. NOC Think Tank</p> <p>9:00 a.m. - 11:00 a.m. State Officer Training I</p> <p>9:00 a.m. - 3:00 p.m. NOC Nominating Committee Interviews</p> <p>9:00 a.m. - 9:15 p.m. Tours</p> <p>9:30 a.m. - 11:30 a.m. STAR Events Lead/Asst Lead Consultants Organizational Meeting</p> <p>10:00 a.m. - 12:00 p.m. Adviser Academy Track 1 (By Appointment Only)</p> <p>11:00 a.m. - 11:45 a.m. FACS Knowledge Bowl Participant Orientation</p>	<p>6:00 a.m. - 7:00 a.m. Zumba®</p> <p>7:30 a.m. - 8:00 a.m. Voting Delegates Packet Pickup</p> <p>7:30 a.m. - 7:30 p.m. Swag Stop Hours</p> <p>8:00 a.m. - 10:00 a.m. NOC Networking</p> <p>8:00 a.m. - 9:30 a.m. and 9:45 a.m. - 11:15 a.m. Adviser Professional Development Sessions</p> <p>8:00 a.m. - 3:00 p.m. STAR Events</p> <p>8:00 a.m. - 3:45 p.m. Leadership Academy</p> <p>9:00 a.m. - 9:45 a.m. Volunteer Usher Orientation – Youth Workshop</p> <p>10:00 a.m. - 10:45 a.m. Volunteer Usher Orientation- General Sessions</p> <p>10:30 a.m. - 12:00 p.m. NOC Speeches – Group A (NEC, Voting Delegates & Spectators)</p> <p>10:30 a.m. - 12:00 p.m. NOC Team Building – Group B</p>	<p>6:00 a.m. - 7:00 a.m. Zumba®</p> <p>7:00 a.m. - 7:15 a.m. NOC Nominating Committee Meeting</p> <p>7:15 a.m. - 7:30 a.m. NOC Letter Drop #2</p> <p>7:30 a.m. - 7:30 p.m. Swag Stop Hours</p> <p>8:00 a.m. - 10:00 a.m. Adviser Academy-Track 3 (By Appointment Only)</p> <p>8:00 a.m. - 11:30 a.m. Career Explorations</p> <p>8:00 a.m. - 9:00 a.m.; 9:15 a.m. - 10:15 a.m.; and 10:30 a.m. - 11:30 a.m. Youth Sessions (Rotates with Exhibits)</p> <p>8:00 a.m. - 1:00 p.m. Exhibits and Spotlight on Projects</p> <p>8:00 a.m. - 3:00 p.m. STAR Events</p> <p>8:15 a.m. - 9:45 a.m. and 10:00 a.m. - 11:30 a.m. Adviser Professional Development Sessions</p> <p>9:00 a.m. - 9:00 p.m. 2013-2014 NEC Workshop</p>	<p>7:00 a.m. - 12:00 p.m. 2013-2014 NEC Workshop</p> <p>7:30 a.m. - 7:30 p.m. Swag Stop Hours</p> <p>8:00 a.m. - 10:15 a.m. State Officer Training II</p> <p>8:00 a.m. - 11:00 a.m. Adviser Recognition Session</p> <p>8:00 a.m. - 9:00 a.m.; 9:15 a.m. - 10:15 a.m.; and 10:30 a.m. - 11:30 a.m. Youth Workshops</p> <p>8:00 a.m. - 12:00 p.m. STAR Demo Taping</p> <p>8:00 a.m. - 12:30 p.m. Exhibits</p> <p>8:00 a.m. - 3:45 a.m. Leadership Academy</p> <p>8:30 a.m. - 10:00 a.m. National Association of Parliamentarians Membership Exam</p> <p>10:30 a.m. - 11:30 a.m. Capitol Leadership Kickoff</p> <p>11:00 a.m. - 12:00 p.m. FCCLA 102</p> <p>11:00 a.m. - 12:00 p.m. NOC Debrief</p>	<p>7:30 a.m. - 9:30 a.m. STAR Events Recognition Session – North Atlantic/Pacific Region</p> <p>9:30 a.m. - 3:30 p.m. STAR Events Results Pick-up (State Advisers Only)</p> <p>10:00 a.m. - 12:00 p.m. STAR Events Recognition Session – Central Region</p> <p>12:30 p.m. - 2:30 p.m. STAR Events Recognition Session – Southern Region</p>

2013 National Leadership Conference – Nashville, Tennessee

Schedule At-A-Glance

(Tentative agenda as of February 21, 2013, – **Subject To Change**)

<p>4:30 p.m. - 5:30 p.m. Culinary Arts - Participants Orientation</p> <p>6:00 p.m. - 7:00 p.m. State Advisers Recognition Reception</p> <p>7:30 p.m. - 8:30 p.m.; 8:45 p.m. - 9:45 p.m.; and 10:00 p.m. - 11:00 p.m. State Meetings</p>	<p>12:00 p.m. - 3:00 p.m. FACS Knowledge Bowl</p> <p>11:30 a.m. - 1:30 p.m. Adviser-to-Adviser (By Appointment Only- Bring Lunch)</p> <p>11:30 a.m. - 1:30 p.m. FCCLA 101</p> <p>1:00 p.m. - 3:00 p.m. Adviser Academy Track 2 (By Appointment Only)</p> <p>12:30 p.m. - 2:30 p.m. National Network Trainings (By Appointment Only)</p> <p>2:00 p.m. - 5:00 p.m. Competitive Events Registration Packet Pick-up (Advisers Only)</p> <p>3:00 p.m. - 4:30 p.m. NOC Fishbowl</p> <p>4:00 p.m. - 5:00 p.m. STAR Events Room Consultants and Evaluators Meeting</p> <p>4:00 p.m. - 5:30 p.m. Adviser Networking</p> <p>4:00 p.m. - 5:30 p.m. Youth Networking</p> <p>4:30 p.m. - 5:30 p.m. Voting Delegates Orientation (including NOC)</p> <p>4:30 p.m. - 7:00 p.m. NOC Nominating Committee Deliberation</p> <p>6:00 p.m. - 7:00 p.m. STAR Events Participant Orientation</p> <p>7:00 p.m. - 8:00 p.m.;</p>	<p>11:30 a.m. - 4:00 p.m. Exhibits and Spotlight on Projects</p> <p>1:00 p.m. - 2:30 p.m. NOC Speeches – Group B (NEC, Voting Delegates & Spectators)</p> <p>1:00 p.m. - 2:30 p.m. NOC Team Building – Group A</p> <p>2:45 p.m. - 3:30 p.m. Alumni & Associates Reception</p> <p>4:00 p.m. - 6:30 p.m. Opening General Session Group A: North Atlantic & Southern Regions</p> <p>8:00 p.m. -10:30 p.m. Opening General Session Group B: Central & Pacific Regions</p> <p>10:30 p.m. - 11:30 p.m. NEC Voting</p> <p>5:30 p.m. - 6:30 p.m.; 6:45 p.m. -7:45 p.m.; 8:00 p.m. -9:00 p.m.;</p> <p>9:15 p.m. -10:15 p.m.; and 10:30 p.m. -11:30 p.m. State Meetings</p> <p>*Group A General Session attendees will be assigned to state meetings while Group B attends the second Opening General Session.</p> <hr/> <p>STAR Events <i>Advocacy*</i> <i>Chapter Service Project Display</i> <i>Chapter Service Project Manual</i> <i>Chapter Showcase Display</i> <i>Chapter Showcase Manual</i> <i>Early Childhood*</i></p>	<p>10:15 a.m. -11:45 a.m. Adviser Academy-Track 4</p> <p>12:30 p.m. - 2:30 p.m. Business & Recognition Session</p> <p>3:00 p.m. - 8:45 p.m. Special Event at Nashville Shores <i>(Additional departure for STAR Participants)</i></p> <hr/> <p>STAR Events <i>Applied Technology</i> <i>Career Investigation</i> <i>Entrepreneurship</i> <i>Environmental Ambassador</i> <i>Fashion Design</i> <i>Hospitality, Tourism, Recreation</i> <i>Illustrated Talk</i> <i>Interior Design</i> <i>Interpersonal Communications</i> <i>Job Interview</i> <i>Leadership</i> <i>Life Event Planning</i> <i>Parliamentary Procedure</i> <i>Promote and Publicize FCCLA!</i></p> <p><i>Digital Stories for Change</i> <i>No Kid Hungry</i> <i>Virtual Poster</i></p>	<p>1:00 p.m. - 1:45 p.m.; and 2:00 p.m.- 2:45 p.m. Youth & Adviser Workshops Group A – North Atlantic & Southern Regions</p> <p>1:00 p.m. - 3:00 p.m. Career Explorations Group A – North Atlantic & Southern Regions</p> <p>1:00 p.m. - 3:00 p.m. Closing General Session- Installation Group B – Central & Pacific Regions</p> <p>4:30 p.m. - 6:30 p.m. Closing General Session- Installation Group A – North Atlantic & Southern Regions</p> <p>4:00 p.m. - 6:00 p.m. Career Explorations Group B – Central & Pacific Regions</p> <p>4:30 p.m. - 5:15 p.m.; and 5:30 p.m. - 6:15 p.m. Youth & Adviser Workshops Group B – Central and Pacific Regions</p> <p>6:30 p.m. - 11:00 p.m. Gala</p>
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2013 National Leadership Conference – Nashville, Tennessee

Schedule At-A-Glance

(Tentative agenda as of February 21, 2013, – **Subject To Change**)

		<p>8:15 p.m. - 9:15 p.m.; and 9:30 p.m. - 10:30 p.m. State Meetings 9:00 p.m. - 9:15 p.m. NOC Letter Drop #1</p> <hr/> <p>STAR Events Culinary Arts*</p> <p>* Includes Postsecondary</p>	<p><i>Fashion Construction</i> <i>Focus on Children</i> <i>Food Innovations</i> <i>National Programs in Action</i> <i>Nutrition and Wellness</i> <i>Recycle and Redesign</i> <i>Teach and Train*</i></p> <p>* Includes Postsecondary</p>			
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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: Joni Ault
 Not Recommended Date: 5/2/13

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 5/6/13

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: : **HOSA 11th and 12th Grade**
2. Contact Person (Responsible for Checklist Completion): **Kimberly S. Olson** _____
3. Field Trip Date(s): June 25-30 Destination: Nashville, Tennessee _____
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 25 @ TBA _____
 Field Trip Return to School (Date and Time): June 30 @ 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 ~\$80.00 ~ 2 chaperones	\$ 160.00
Total Meals Three meals a day at five days \$27.00/day = \$135.00 x 2	\$ 270.00
Total Lodging \$181.50/night x five nights \$907.50	\$ 907.50
Total Transportation	\$ 40.00
<input type="checkbox"/> School District Vehicle(s)	
x Commercial Transportation Carrier ~ Name: Super shuttle round trip \$40.00 approx.	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$0.00
Other: Airfare Approx. \$643.00 x2 if greater than ten students, chaperone needed \$1,286	\$ 1,286.00
Total	\$ 2,663.50

Revenues		
District Budget	Code: _____	\$ _____

Booster Group	\$
Donations	\$
Student Fees Admission \$80.00 ~11 students	\$ 880.00
Meals \$27.00~11 students	\$ 1,485.00
Lodging \$907.50 x 11 students	\$ 9,982.50
Shuttle ~ 40.00 X 11 Students	\$ 440.00
Airfare 11 @ ~ \$643.00	\$ 7073.00
Total Additional Stipends:	\$ 0.00
Total "Students will all be self-pay"	\$ 19,860.50

C. PERKINS PAY FOR STAFF.

*REGISTRATION 160
MEALS 270
LODGING 907
GROUND 40
AIRFARE 1286
2663*

BALANCE IS STUDENT ACTIVITY AND SELF PAY

*19860
- 2663
17,197*

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 email

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

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: Kimberly Olson Instructor

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: 4th grade - Nettleton
2. Contact Person (Responsible for Checklist Completion): James Olson
3. Field Trip Date(s): June 4-5 2013 Destination: Minnesota Zoo & Capital
4. Field Trip Overview (Include events, establishments and locations): Minnesota Zoo & Capital

5. Field Trip Departure from School (Date and Time): June 4, 2013 8:10 AM
 Field Trip Return to School (Date and Time): June 5, 2013 1:45 PM

6. Objectives of Field Trip: Learning about Minnesota history & Government and animals & habitats

7. Relationship to Curriculum or Student Learning: Social Studies - 50 states & Government Science - habitats & ecosystems

8. Planned Follow-up Field Trip Activities: These are the culminating events of our studies

9. Field Trip Budget Request - Trip is being paid for by the Flint Hills Grant

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<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:	\$
Other:	\$
Total	\$

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

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

8:10 - 6-4
2:00 - 6-4
4:00 - 6-4
10:30 - 6-5

LOCATION

Depart circle at Wattleton for Zoo
Depart Zoo for Capital
Depart Capital for Zoo
Depart Zoo for Wattleton

- 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 - *Grant*
- Arrange Meal Plans - *Zoo & school*
- Arrange Lodging Plans and Room Assignments - *at zoo on floor*
- Collect Family Emergency Information for Students - *emergency cards*
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: 



Animal Explorers Overnight

Sample Field Trip Schedule: (times are subject to change)

Day 1 - June 4, 2013

9:00am 8:10	Depart School for MN Zoo, Admission to MN Zoo; self guided tour of trails (dependent on your schedule and distance)
2:00pm	Leave for St. Paul-Minnesota State Capitol
2:30pm	Arrive at Minnesota State Capitol
3:00pm	Tour of the MN State Capitol
4:00pm	Depart Capitol
4:30pm	Arrive at MN Zoo; Welcome and Introductions
5:00pm	Meet an aquarist-Behind the Scenes tour
6:00pm	Dinner-pizza
6:45pm	Shark and tidepool activities/ behind the scenes tours
10:00pm	Bed time

Day 2-June 5, 2013

7:00am	Breakfast and T-shirts
8:00am	Pack up belongings. Exclusive Gift Store shopping. Journal reflection time
9:00am	MN Zoo opens
9:15 am	Depart for IMAX
9:30am	IMAX movie-Kenya 3D: Animal Kingdom
10:15am	Bag Lunch pick-up-Call of the Wild
10:30am	Depart Zoo