

OVER NIGHT and OUT OF STATE FIELD TRIP REQUEST FORM
Independent School District 308

Approval by the trip committee is needed before the school board will grant final approval. Trip plans should not be made until this approval is granted. This completed form should be returned to the Principal. Plan for at least 30 days turn around time at minimum.

Name of Organization Music Department

Educational Benefit or Reason for Trip Exposure to different cultures in music. Taken every 3 years

Dates of Proposed Trip 3/26 - 3/30 or 3/27 - 3/31 2026 Destination Florida
(attach itinerary)

Number of Students Planning to Attend TBD Number of Chaperones TBD ~ 4

Name of Chaperones We'll decide closer to the trip

Which chaperones have not had background checks? TBD

Cost to Each Student for the Trip Under \$2,000

Total Trip Cost TBD
(include hotel, subs, transportation, entrance fees-you may need to attach documentation)

How are funds to be raised? (Be as specific as possible) _____

What is the plan if not enough money is raised by the deadline? Student / Parents fund themselves

What is the down payment required for the trip? TBD

What type of transportation will be used? ~~Bus to MSP~~ Bus to MSP, Flying to Florida

What are the housing arrangements? Hotel

What is the plan for communicating with parents of the students involved? JMC, handouts, meetings if needed
(attach letters, phone log, etc.)

What are the eligibility requirements, ie. Grade, behavior? MSHS L

Other comments to support the trip _____

I, Jake Upton & Lisa Moller, understand and accept the risk of supervising students on this trip.

Signed: [Signature] Date: 9/16/25

Committee Approval: Yes No
Comments:

Board Approval: Yes No
Comments

BW - yes
BM - yes
RS - yes
SK - yes Yes