

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.)

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.

Principal:

Approved

Name:

Not Approved

Date:

Principal:

Approved

Name: _____

Not Approved

Date:

Instructional/Supplemental Trips need not be sent to District office.

Principal:

Recommended

Name: _____

Not Recommended

Date: _____

Assistant Superintendent:

Recommended

Name:

Not Recommended

Date:

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): March 30-April 1st, 2025 Destination: River's Edge Convention Center, St. Cloud Minnesota
4. Field Trip Overview (Include events, establishments and locations): General information regarding the State HOSA Conference is available at www.HOSA.org. Select the conferences tab from the top of the page and then select state. Leadership Conference. The 2025 SLC will have information
5. Field Trip Departure from School (Date and Time): Mar 30, 2025 8:00AM
Field Trip Return to School (Date and Time): April 1, 2025
6. Objectives of Field Trip: **Students will be competing at State HOSA Future Health Professionals formerly (Health Occupations Students of America) State 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

Estimated Expenses	
Total Admission/Fees ~\$50.00 1 chaperone Student fee \$50.00 approx 8	\$ 400.00
Total Meals Three meals a day at 3 days \$27.00/day = \$81.00	\$ 81.00
Total Lodging 3 rooms x 2 nights 216.81 a night for students/ 194.85 advisor	\$ 1256.91
Total Transportation 2 School District Vehicle(s) Commercial Transportation Carrier ~ Name: round trip \$50.00 approx. <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$ 200.00
Total Advisor cost meals \$141.00, conference fee \$50.00, Hotel \$389.69, transportation \$474.10 this is if we can get by with 2 vans and need another driver	Perkins~ \$474.10
Other: Airfare Approx.	

Total	\$ 2324.17
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Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees Admission \$50.00 ~7 students		\$ 350.00
No Meals covered with admission fee		\$ self pay
Lodging \$867.22 students(108.41 each)		\$ 867.22
Van		\$30.00
Total Additional Stipends: HOSA Activity		\$
Total	"Students will all be self-pay"	\$ each

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

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

A banner image showing a group of diverse young people, likely students, smiling and wearing medals. The text "State Leadership Conference (SLC)" is overlaid in white.

State Leadership Conference (SLC)

Posted July 19, 2023

The Minnesota HOSA State Leadership Conference is an enriching and exciting event bringing together future healthcare professionals from across the state. This conference is an essential platform for HOSA members to enhance their leadership skills, network with like-minded individuals, and learn more about the dynamic field of health care. Throughout the conference, participants can engage in a variety of interactive workshops, seminars, and guest lectures led by experienced healthcare professionals and educators. Topics can range from emerging trends in healthcare to career preparedness and personal growth. In addition to the educational components, students will have the opportunity to showcase their medical knowledge and skills in competitive events that cover a wide range of healthcare areas. Winners from these state-level competitions will earn the opportunity to represent Minnesota at the HOSA International Leadership Conference.

State Leadership Conference – March 30 – April 1 – State Leadership – St. Cloud Convention Center, St. Cloud (2025)