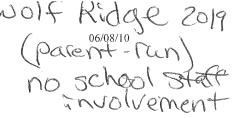
DISTRICT 709 FIELD TRIP REQUESTS



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:

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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: Method				
	Not Approved	Date: 11-5-18				
√Instru	Instructional/Supplemental Trips need not be sent to District office.					
		×				
EXTENDED TRIP ACTION	1					
Principal:	Recommended	Name:				
. :	Not Recommended	Date:				
	Not recommended	Date.				
Assistant Superintendent:	Recommended	Name:				
,	☐ Not Recommended	Date:				
	Notification	Date.				
0-1-10						
School Board:	Approved	Name: ————				
	☐ Not Approved	Date:				
All and a deal of the						
All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.						
	Lacodion committee meet	ing agenua for approvai.				

FIELD TRIP REQUEST FORM

Date	e of Submission:				
Туре	e of Trip:				
1.	Organization/Grade/Course Planning Trip: Wolf Rody Parut Grup				
2.	Contact Crook (Responsible to Contact Contact).				
3.	Field Trip Date(s): March 15-D Destination: Wolf Roge ELC				
4.	Field Trip Overview (Include events, establishments and locations):				
5.	Field Trip Departure from School (Date and Time): March 15 72019 62	45			
	Field Trip Return to School (Date and Time):				
6.	Objectives of Field Trip: environmental geal & team Duelding				
7.	Relationship to Curriculum or Student Learning:				
	$\triangle \cup \triangle$				
8.	Planned Follow-up Field Trip Activities:				
9.	Field Trip Budget Request				
٥.	Field Trip Budget Request NIA powent Cunded				
	Estimated Expenses				
	Total Admission/Fees	\$			
	Total Meals	\$			
	Total Lodging	\$			
	Total Transportation School District Vehicle(s)	Ψ			
	Commercial Transportation Carrier ~ Name:				
	Private Vehicle (requires certificate of insurance) ~ Name:				
		<u></u>			
	Total Additional Stipends:	\$			
	Other:	\$			
	Total	Ψ			
	Revenues				
	District Budget Code: \$				
	Booster Group \$				
	Donations \$				
	Student Fees \$	- SF			
	Total Additional Stipends: \$				
	Total \$				
11.	Reviewed/Completed Request Checklist:				

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips DIRECTIONS: Please complete checklist. No attachments are necessary.

4.5	Collect Parent/Guardian Perm medications, special needs.) Gain Access to Cell Phone for Plan Arrangements for Early Pi Guide: May choose to leave medicate Plan Meal Arrangements (if new Reminder: Notify food service Plan Administration of Student Guide: Contact School Nurse. Develop and Communicate Act Arrange Adult Chaperones for Guide: One (1) adult for every appropriate.	and Fee Structure Letter Sent to Parents/Guardians ission for Student Participation in Field Trip (Include request for special information for Student Participation in Field Trip (Include request for special information for Student Participation or Late Drop-Off Students (if necessary). Dessage on school voice mail to help with late drop off. Dessary) Of non-participation. Medication and First Aid Needs (if necessary) Ion Plan if Student Gets Lost on Trip Field Trip (if necessary) Total trip (if necessary) Total trip (if necessary) Total trip (if necessary)	
	TIME	LOCATION	
	Maintain Student Roster and Ch Arrangement for Safety Needs (neck-in/Check-out Procedure i.e. crossing guards)	
	ature of Contact Person:	wah BUA	
	EIEI D	TRID DECLIEST CHECKLIST Francis de la Trib. On le	
	DIRECTI	TRIP REQUEST CHECKLIST – Extended Trip Only ONS: Please complete checklist and attach all appropriate materials.	
× /	Note: Attach tentative planned Arrange Funding of Expenses D		
\gg	Arrange Meal Plans Arrange Lodging Plans and Rooi Collect Family Emergency Inforn		
	Example: Home phone number Additional Information	s, emergency contacts, medical information	89
	Note: Provide any additional info	ormation.	
Signat	ure of Contact Person:	Wanput	