



### EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

Final approval must be granted prior to engaging in securing contracts and collecting fees from students. Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expending the appropriate funds.

School: Rockford High School

Group/Class: DECA

Teacher(s)/Advisor(s) submitting request: Westgaard

# of students: 6 # of school personnel: 1 # of chaperones: 0

Destination: DECA ICDC - Orlando Address: \_\_\_\_\_

Have students received teachers' approval to miss class? Yes  No

Departure Date: 4-25-25 Departure Time: After school Return Date: 4-29-25 Return Time: 10pm

Days absent: When school is in session: 3 Non-school days/vacation time: 3

Have reasonable accommodations been made for students with disabilities? Yes  No

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes  No  N/A

For trips outside the Continental US and those using a travel services, provide the name of the travel service:  
\_\_\_\_\_ N/A

**For trips outside of the Continental US, please attach your emergency procedures.**

Who has signed off on discussing school discipline policies with students? \_\_\_\_\_ N/A

Who has signed off on discussing school discipline policies with staff and chaperones? \_\_\_\_\_ N/A

**TRANSPORTATION: Attach request if using district transportation.**

School buses and/or 7 or 8 person vans:  N/A:

Public Transportation  Contracted Transportation: \_\_\_\_\_

(Name of Service; attach contract)

Place of lodging: Endless Summer Dockside Inn Dates: 4-25 to 4-29

**COSTS: (Estimate per student)**

Transportation	\$ <u>2100</u>	Expenses to be paid by the district	\$ <u>720</u>
Meals	\$ <u>0</u>	Expenses to be paid by special funds	\$ <u>9300</u>
Substitute Teachers	\$ <u>720</u>	Explain special funding and/or procedures for handling instances of economic need: <u>Fundraising by DECA students / parent contributions</u>	
Lodging	\$ <u>7200 (Includes)</u>		
Other (fees, ins)	\$ <u>Includes programs</u>		
Total	\$ <u>10,020</u>		

**The following documentation must be attached:**

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

**APPROVAL:** Final approval requires the following signatures.

School Principal: \_\_\_\_\_ Date: 3/5/25

Superintendent (or Designee): \_\_\_\_\_ Date: 3.6.25

Board Approval: Yes  No  Date: \_\_\_\_\_

Comments \_\_\_\_\_