

Red Wing Public Schools

Student Overnight Field Trip Request

Revised July, 2012

This form must be completed for any proposed student overnight field trip request. To ensure that school district officials and the school board can review the request in a timely manner, please submit the completed form to the Activities Director or building principal at least 45 calendar days prior to the planned trip. Do NOT make any financial commitments until the request has been approved by the school board.

Basic Information

Date of Application: 5/20/2024

Group Name: Red Wing FFA Building: High School

Event: Chapter Officer and Leadership Training

Number of Students: 6-10 Grade Levels: 10-12

Justification of Trip (include goals and objectives of the trip. Attach detailed itinerary and description):

This trip is the training and planning time that the leadership of the chapter get together and plan the entire year of Red Wing FFA.

During this trip the members will learn more about themselves, how to communicate with others, the role or duties of their position

in the FFA, and how to purposefully evaluate success and failures of the previous year to better understand where we go next year.

The goals for this trip include:

1. Team building - There are activities around team building including a low ropes course and escape room design challenges
2. Character building - Understanding yourself and how others will respond will set you up better when you are in charge.
3. Goal Setting - We will develop personal, professional, and team SMART goals for the year and project outcomes.
4. Program Duties - We will discuss duties of each position and discover and sharpen skills needed for those positions
5. Program of Activities - We will develop a Program of Activities that the chapter will engage in and organize the committee structure of the chapter to best promote the success of these activities.

Destination (include city and state): State FFA Camp on Jag Lake, Woodruff, Wisconsin

Trip Previously Taken? Yes last year

Timing

Contemplated Departure. Date: July 21 Time: 8:00 am
Expected Return. Date: July 24 Time: 8:00 pm
Number of School Days Missed: no day missed

Supervision

All non-students accompanying the trip must have background checks completed prior to the trip. Forms are available at the district office or on the district's website. Background check forms should be turned in 10+ days prior to the trip, so please plan ahead.

Names of Organizer(s) who are responsible for the Trip:

Names of Organizer(s)	Work Phone	Work E-Mail
Bill Emery	651 385 4500	waemery@rwps.org

How Many Teachers will be Chaperones? one teacher

How Many Other Adults will be Chaperoning? One to two adult volunteer chaperones

Transportation

You may not use personal vehicles at any time on the trip. All drivers must have completed a Type III vehicle check through the District Office. This process can take 10+ days, so please plan ahead.

Mode of Transportation	How Many Will Be Used?
District-Owned Vans	One
First Student Vans	none
First Student Buses	none
Other Contracted Vans	none
Other Contracted Buses	none
Airplane	none
Other (Describe)	

Round-Trip Miles of Driving To/From Destination: 420 miles

Lodging

All student groups are required to stay in a hotel unless there is a bonafide non-monetary reason for not staying in a hotel (for example, the trip features a canoe trip sponsored by the Environmental Learning Center). Personal cabins are not allowed. Chaperones may not stay in the same room as a student unless the chaperone is the parent of the student.

Name of Hotel	City and State	Dates of Stay
State FFA Camp on Jag Lake,	Woodruff, Wisconsin	7/21-24/2024

Financial Information

If the trip is related to a student activity fund, what is the current fund balance? 1000

Check with the Director of Finance, Operations, and Human Resources to verify estimated transportation costs. Use \$125/teacher/day for substitute costs.

Estimated Costs	Cost	District Pays?	Student Activity Fund Pays?	Students and Parents Pay?	Chaperones Pay?	Others Pay?
Transportation	60	Van use	60			
Student Lodging	250-300		250-300			
Chaperone Lodging						
Student Meals				90		
Chaperone Meals					90	
Registration						
Substitute Teachers						
Other						
TOTAL			310-360	90		

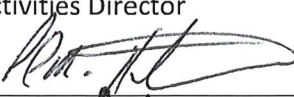

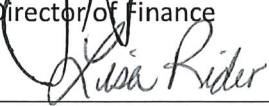

Comments about Financial Information:

Transportation: $420 \text{ miles} / 22 \text{ mpg} \times \$3.00 \text{ gas} = \$57.27$

Student Lodging: Rent for the Camp is \$250 - \$300

Meals: $\$10 \text{ per meal} \times 9 \text{ meals} = \90

Review and Approval

Position Signature	Date	Approved	Approved with Stipulations	Denied	Need More Information
Activities Director 	5/21/24				
Principal 	5/28/24				
Director of Finance  Lisa Rider	6/5/24				
Superintendent 	6/5/2024				
School Board Clerk					

Stipulations or Information Needed:
