

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:

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 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: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: [Signature]
 Not Recommended Date: 1-16-26

Assistant Superintendent: Recommended Name: Anthony Bon L
 Not Recommended Date: 1/24/26

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: Denfeld Dogsled Adventure: HS Science
2. Contact Person (Responsible for Checklist Completion): Joshua Borchardt, Science Teacher
3. Field Trip Date(s): Feb 8 - 11 Destination: Wintergreen Dogsled Lodge
4. Field Trip Overview (Include events, establishments and locations): A multi day dogsled adventure into the BWCAW. Focus on team building, local science, indigenous culture, and scientific research in partnership with UMD
5. Field Trip Departure from School (Date and Time): Sunday Feb 8 9AM
Field Trip Return to School (Date and Time): Wed Feb 11 before 3PM (can take bus home)
6. Objectives of Field Trip: Start a recurring winter BWCAW trip to help underserved students access the wilderness, form partnerships with local institutions, and conduct scientific research
7. Relationship to Curriculum or Student Learning: Students will go through the scientific method, learn about indigenous cultural knowledge, and explore team building activities and scientific journaling
8. Planned Follow-up Field Trip Activities: Follow up meeting with students, students can also do a talk to tell others about their trip. Plan for 2027.
9. Field Trip Budget Request (See attached breakdown)

Estimated Expenses	
Total Admission/Fees	\$4400
Total Meals	\$
Total Lodging	\$
Total Transportation	\$ 400
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>SK Shuttle</u>	
<input checked="" type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: <u>Josh Borchardt</u>	
Total Additional Stipends:	\$
Other:	\$
Total	\$ 4800

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$ 2800
Student Fees		\$ 120
Total Additional Stipends:		\$
Total		\$ 3520

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
Sun Feb 8 - Wed Feb 11	Wintergreen Dogsled Lodge, Ely, MN
_____	_____
_____	_____
_____	_____

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- 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: 



Dear Parents/Guardians:

On Sunday February 8- Wed Feb 11, your student will have the opportunity to go on a field trip to experience and learn about dogsledding in the Boundary Waters Canoe Area Wilderness with Wintergreen Dogsled Lodge. We will have 2 teachers chaperoning with 1-2 wilderness guides at Wintergreen.

Denfeld students will take a private shuttle from Denfeld at 9AM Sunday to Wintergreen Dogsled Lodge. On Wednesday, we will be leaving Wintergreen around 10AM and returning to Denfeld, where your student can be picked up, or stay until the remaining of the school day and take the bus home. Students will need to bring their own snacks for the shuttle ride to and from Denfeld/Wintergreen. All other food will be provided on site. Please let us know if there are dietary considerations that must be made. **THERE IS A COST of \$120/student to participate. Should we get more grant funding prior to the trip, a portion (or all) of the cost may be returned to you in that event.**

Please sign the permission slip below and return it to school as soon as possible. We must have the permission slip on file in order for your student to attend. If your student is in need of special support, please email one of us (see below for and check the box below.

Field Trip Schedule:

CHECK-IN: 12-4PM Sunday, February 8 2026

CHECK-OUT: 9-11am Wednesday, February 11 2026

Here's what you need to do to prepare for your Wintergreen experience:

1. REVIEW THE INFO ABOVE. If you note any errors, email or call us immediately at 218-349-6128.

2. SIGN WAIVERS. Please visit our Guest Reservation Center and have every adult in your party e-sign our waiver. Please forward this email to the other adults in your party so they can also visit the Guest Reservation Center.

3. ENTER YOUR GUEST INFO. Please visit our Guest Reservation Center and enter vital quest information about each member of your party.

5. REVIEW OUR "TRIP KIT" packet that you'll receive by postal mail. In the meantime, review key components of our TRIP KIT online: <https://www.dogsledding.com/clothing-for-your-wintergreen-trip> Our packet includes everything you need to prepare for your trip: a checklist of personal clothing options, a list of rental clothing & boots available through Wintergreen, a map with info on transport options to Wintergreen, and health & waiver form.

A week before your trip, we'll email final details about your trip. NOTE: We suggest protecting your travel investment: www.travelex-insurance.com

6. MAKE YOUR TRAVEL ARRANGEMENTS. DRIVING: Our guests who live in the midwest region (MI, WI, OH, IN, IL, ND, SD, NE, KS, MO) generally choose to drive. Ely is served by good all weather highway systems (all but the last 50 miles is divided 4-lane). In our 40 years of dogsledding, no guests have ever had their trip delayed by road closures. Allow 4-hour drive time from Minneapolis/St. Paul, 9 hours from Chicago, 12 from St. Louis, 13 from Detroit. FLYING: Our regional airports, Duluth (DLH) & Hibbing (HIB) are served by Delta Airlines (www.delta.com, 800-225-2525) and from Minneapolis & United Airlines from Chicago. Hibbing is a 50-minute turboprop flight from MSP plus a 70-mile drive to Ely. Duluth is a 30-minute jet flight from MSP or 1-hr from Chicago, plus a 100-mile drive to Ely. If your travel requires you to arrive in Ely late evening or depart early morning, no problem - we'll provide meals for you. GROUND SHUTTLE: options include SK Taxi 218-221-1604, Allied Taxi Duluth (218-722-3311), Hibbing Taxi (218-263-5065) OR car rental: All major brands are at Duluth airport. But we suggest a local DLH & HIB option: Dave Nelson's ACAR, acarrental.com, 218-722-4181, office@acarrental.com, (Wintergreen discount code: DOGSLED) Some guests fly to Minneapolis & rent a car for the 4-hr drive to Ely, a good option for those who extend their stay before or after their dogsled trip (various Ely lodges offer discounts for our guests to spend extra time--see "Trip Kit" for details). FLASH NEWS! The new "Ely Ride Service" will begin offering shuttles to/from Duluth or Hibbing Airports and Wintergreen by van this winter. Call Cheryl at 218-288-7433 for info. Let her know you're on a Wintergreen trip.

7. REVIEW ?Dressing for Dogsledding? in the Trip Kit to determine which items you already have or may choose to purchase or rent.

8. ENHANCE YOUR ENJOYMENT of your trip by being fit. One or more 30-minute stamina-building exercise sessions per week (such as walking, jogging, or aerobics) can make a big difference in how much fun you'll have at Wintergreen. Review the fitness gauge in the "Trip Kit." Call us if you have concerns about your fitness.

9. Follow Wintergreen Dogsled Lodge on Facebook for trip updates & dog stories. NOTE: You're eligible for a 20% lodge guest discount on Made-in-Ely WintergreenNorthernWear.com apparel. Your discount code: DOGSLEDFUN

10. LEARN ABOUT DOGSLEDDING with ?Born to the Pull,? the perfect primer on mushing with stories & illustrations that feature our Wintergreen kennel. Order on Amazon or order signed copies from the Wintergreen Northern Wear store.

11. PLEASE WATCH ?Dogsledding 101? on the Wintergreen Dogsled Lodge YouTube channel. You'll need this info!

We look forward to sharing a Wintergreen experience with you. Happy trails! Paul & Peter Schurke & our team

Sincerely,
Joshu Borchardt & Andrew Nissen

John Mobile: (218) 343-6723

Email: john.hotaling@isd709.org

Email: alison.wood@isd709.org

-----DETACH-AND-RETURN-----

I give _____ my permission to attend the Manoonmin Camp on Sept 14,2023.

I understand that ISD709 will not be held responsible for injuries, accidents or a loss of valuables when students are attending field trips.

(Parent/Guardian Print Name) (Parent/Guardian Signature) (Date)

Emergency Phone Number: (____) _____ -- _____

Please call me about a student concern:

My student needs _____.