

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: 05/20/2024

Group Name: Cross Country/Track Distance Runners Building: High School

Event: Summer Training Camp

Number of Students: 10-20 Grade Levels: 8-12

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

In the past the Cross Country team participated in an overnight away event in Alexandria, MN. This was a strong team bonding event and rewards trip. It was a draw to the program, but it came with problems which the coaches wish not to repeat.

The Goals of this trip include:

1. Create life memories around running to foster life long connection to the sport and activities related to distance running.
2. Develop a reward system for the summer running program available to all high school students.
3. Like many competitors programs the coaches wish to develop a strong team bonding program that will promote the hard work that many will endure for their teammate above what they will do for themselves or their coach.
4. Increase numbers in the program. To help promote the program we must compete not only on the race course but in the desires of the student body. "Why run that many miles? Cause Cross Country is a family and we do a lot of fun things."
5. Create a trip cheap enough that everyone can go and feel apart of it.

Destination (include city and state): Pourcupine Mountain State Park, Ontonagon, Michigan

Trip Previously Taken? Alexandria, Meet of Champions

Timing

Contemplated Departure.      Date: 7/28/2024                      Time: 8:00 am  
Expected Return.              Date: 7/30/2024                      Time: 8:00 pm  
Number of School Days Missed: 0

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
Katie Rausch	(651) 388-4441	kjrausch@rwps.org

How Many Teachers will be Chaperones? 2 Teachers

How Many Other Adults will be Chaperoning? 2+ parents

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	2+
First Student Vans	n/a
First Student Buses	n/a
Other Contracted Vans	n/a
Other Contracted Buses	n/a
Airplane	n/a
Other (Describe)	

Round-Trip Miles of Driving To/From Destination: <sup>490</sup> \_\_\_\_\_

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
Camping at Porcupine Mountain State Park	Ontonagon, Michigan	7/28-30/2024

Financial Information

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

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	130-260	van use	---	130-260	---	---
Student Lodging	40 per 12 students			40		
Chaperone Lodging	20 per 6				20	
Student Meals	90 per child			90		
Chaperone Meals					90	
Registration						
Substitute Teachers						
Other						
TOTAL						

Comments about Financial Information:

Transportation

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$490 \text{ (miles)} / 22 \text{ (ave milage for vans)} * \$3 \text{ (cost of gas)} = \$66 \text{ per van or } \$7 \text{ per rider}$

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Student Lodging

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$\$20 \text{ per site of 6 people} = \$3.50 \text{ per person}$

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Meals

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

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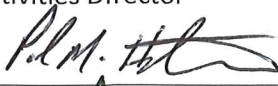

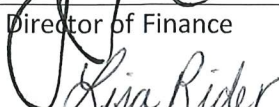
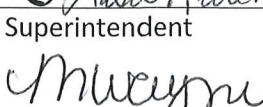


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Total cost estimate is \$100.50

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Review and Approval

Position Signature	Date	Approved	Approved with Stipulations	Denied	Need More Information
Activities Director 	5/21/24				
Principal 	5/20/24				
Director of Finance 	6/5/24				
Superintendent 	6/5/2024				
School Board Clerk					

Stipulations or Information Needed:

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