



Rockford Area Schools – ISD 883

## 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: RHS + RMS

Group/Class: Rock Brd FFA

Teacher(s)/Advisor(s) submitting request: Monica Pinterman

# of students: 30 # of school personnel: 2 # of chaperones: 0

Destination: OMN-Tc Address: Mariucci Arena

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

Departure Date: 4/28 Departure Time: 5:00AM Return Date: 4/29 Return Time: 5:00PM

Days absent: When school is in session: 2 Non-school days/vacation time: 0

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: 1 N/A:     

     Public Transportation      Contracted Transportation:     

Place of lodging: Best Western Shoreview Dates: 4/28-4/29 (Name of Service; attach contract)

**COSTS:** (Estimate per student)

Transportation	\$ <u>    </u>	Expenses to be paid by the district	\$ <u>0</u>
Meals	\$ <u>    </u>	Expenses to be paid by special funds	\$ <u>0</u>
Substitute Teachers	\$ <u>    </u>	Explain special funding and/or procedures for handling instances of economic need: <u>    </u>	
Lodging	\$ <u>    </u>		
Other (fees, ins)	\$ <u>150</u>		
Total	\$ <u>150</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: [Signature] Date: 4/3/25

Superintendent (or Designee): [Signature] Date: 4.7.25

Board Approval: Yes      No      Date:     

Comments     

Distribution: Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy

03/22

**FIELD TRIP/SPORTS /VAN  
TRANSPORTATION REQUEST  
Rockford Bus Service  
Rockford, MN 55373**

NOTE: Transportation Requests **must** be in the Transportation Office **2 WEEKS** prior to date of departure to ensure proper services. Use a **separate** request for **each** vehicle requested.

Date of Request: 4/28-4/29

Transportation Needs: (circle) BUS LIFT BUS VAN BUS W/TRAILER

Date Transportation Needed: 4/28/25  
Day Month/Date/Year

Name of Team/Group: Rockford FFA

Destination (specific): UMN-TC + state fairgrounds

Time of Departure: 5:00 A.M. / PM

Loading Location: RHS student parking lot

Est. Arrival Time at Destination: 6:30AM Departure from Destination: 4:00 PM

ETA -Rockford 5:00 PM Number to be Transported: 30

Teacher/Coach Responsible: Monica Rinkerman Phone: 612-381-7735

Special Instructions: \_\_\_\_\_

APPROVED BY: [Signature] Date: 4/3/25  
Principal or Head of Department

**TRANSPORTATION OFFICE USE ONLY**

Driver: \_\_\_\_\_ Trip # \_\_\_\_\_ Bus # \_\_\_\_\_

End Odometer Reading: \_\_\_\_\_ Drivers Time; End of Trip \_\_\_\_\_

Begin Odometer Reading: \_\_\_\_\_ Drivers Time; Begin. Of Trip: \_\_\_\_\_

Actual Trip Mileage: \_\_\_\_\_ Driver's Time; TOTAL: \_\_\_\_\_

**CHARGES:**

1. Hour Charge: \_\_\_\_\_
2. Mileage Charge: \_\_\_\_\_
3. Misc. Charges: \_\_\_\_\_
4. Trip Total: \_\_\_\_\_



# ROCKFORD FFA

Growing Leaders | Building Communities | Strengthening Agriculture

## MINNESOTA FFA CONVENTION

**Rockford FFA**

**April 27-April 29**

**St. Paul and Minneapolis, Minnesota**

Please find enclosed your 2025 Minnesota FFA Convention packet. Your selection is a result of the hard work, enthusiasm and participation in Rockford FFA activities this year! Many of you will be attending as a result of qualifying in a Career Development Event, earning a Minnesota FFA Degree or being selected to represent our chapter as a delegate. This packet includes:

- Letter to Parents and Explanation of Fees
- Permission Slip and Code of Conduct/Code of Ethics Forms (Due April 24)
- Teacher Permission Slip (Due April 24)
- Convention Itinerary (Bring this with you to convention!)

### LETTER TO PARENTS

Congratulations! Your student has qualified for a state Career Development Event, earned a MN FFA Degree, or expressed interest in attending this year's MN FFA Convention. The convention will be held on April 27-29 on the St. Paul campus of the University of Minnesota. While at the annual convention, FFA members will have the opportunity to compete in their respective CDEs, attend general sessions and leadership workshops, hear from a National FFA Officer and much more. ALL students are expected to wear official dress to each function. Official dress consists of a white shirt or blouse, black slacks or skirt, black socks, black shoes, an FFA tie or scarf (which are available upon request), and an official FFA jacket. If your student does not have these items, please have them discuss their situation with the advisors. Due to Minnesota FFA policy, students without properly worn official dress WILL NOT be allowed admittance to the event.

What: The MN FFA Convention is the annual business meeting of the MN FFA Association. Convention is attended by over 3,000 FFA members from all across the state. Nearly 100 colleges, businesses and other organizations have booths at the convention, and there are numerous learning opportunities in various competitive events, leadership sessions, workshops, etc. This is an amazing chance to meet people, develop leadership skills and learn more about FFA.

Where: St. Paul and Minneapolis, MN

Hotel Location: Best Western Plus, 1000 Gramsie Rd, Shoreview, MN 55126

Cost: \$ 150 (Due April 24)

(This includes busing, hotel room, membership costs and registration. Other spending money should be brought with you. You will be responsible for your own meals with the exception of breakfast each day.)

Ms. Pinkerman Cell Phone: 612-381-7735

<u>Due Dates:</u>	Paperwork (only turn in pages 7-10):	April 24
	Payment (exact cash or check to Rockford FFA):	April 24

**PARENTS:** If you have any questions or concerns, PLEASE feel free to contact me!

We look forward to a fun and successful state convention! Thank you for supporting your students in everything they do!

—Mrs. Binsfeld and Ms. Pinkerman

# MINNESOTA FFA CONVENTION

*Rockford FFA*

**April 27-April 29**

St. Paul and Minneapolis, Minnesota

What should I bring?

**FYI:** We will be wearing FFA Official Dress every day we are at the State Convention: Monday and Tuesday.

**This is not optional.**

- Comfortable and warm clothes for traveling and evenings at the hotel
- Personal items: toothbrush, deodorant, hairdryers, curling irons, contact solution, prescriptions, shaving supplies, etc.
- Money to eat for 3 days
- 2-3 white button-up shirts (with collars)
- Males: 2-3 pairs of black pants, black socks
- Females: black skirts and black nylons OR black pants and black socks
- Black shoes (females: closed toes, closed heels--make sure they are comfortable--we will be doing a lot of walking!)
- FFA Jacket, scarf/tie (If you don't have one, borrow one from a former member or the FFA closet)
- Dress for weather: umbrella and an outer jacket might be a good idea. We will be walking outside quite a bit at tours and during the convention, no matter what the weather is.
- A portable charger. You're gonna want it.
- A backpack or purse for carrying everything you need for the day: we will have some very long days!
- Remember, everything you bring is AT YOUR OWN RISK: Rockford FFA is NOT responsible for items that are lost or stolen during the convention or while at the hotel.
- A GREAT ATTITUDE! This will be a fun trip, but there will be many times where you will be asked to sit, watch, wait, or be quiet. For the sake of everyone else, (and your advisors' sanity) please be positive, respectful, don't complain and get along with everyone else.

# MINNESOTA FFA CONVENTION

*Rockford FFA*

**April 27-April 29**

St. Paul and Minneapolis, Minnesota

## TEACHER PERMISSION SLIP

**All SIGNED paperwork must be returned to Ms. Pinkerman by APRIL 24.**

This sheet must be signed by all teachers to indicate that you have talked to them about making up missing work and that you have permission to be gone from their class for the duration of this trip. If you don't have teacher permission to miss class for the duration of the trip, you will not be going.

Hour/Class	Assignment	Teacher's Signature

# Rockford FFA—MN Convention Itinerary (Tentative)

Download the Convention App: Search for Minnesota FFA Convention

## Monday, April 28 (St. Paul Campus in Morning, East Bank in Evening)

\* Indicates this student is responsible for ensuring all materials for CDE are prepared and ready to go each day.

Event	Members	Schedule and Locations
<b>Depart from RHS</b>	All	<u>5:00 a.m.</u> Front Entrance of RCC
<b>Soils Evaluation</b> <i>Supplies: Clipboard, calculator, squirt bottles with water, pencils</i>	Landan Lorenz Nolan Hillstrom Alexander Schaumburg	<u>7:30 a.m.</u> State Fair Progress Center
<b>Floriculture</b> <i>Supplies: Clipboard, calculator, pencils, scantron</i>	Addison Louwagie Belinda Armstrong Sophia Beaudin Aislinn Hanner	<u>7:30 a.m.</u> North End Events Center
<b>Nursery/Landscape Technology</b> <i>Supplies: Clipboard, calculator, pencils, scantron</i>	Brooklyn Siebert Ava Dumonceaux Alivia Bender Alenah Kahle	<u>7:30 a.m.</u> State Fair Progress Center
<b>Horse Evaluation</b> <i>Supplies: Clipboard, calculator, pencils, scantron</i>	Rachel Sandberg Josey Frank Thora Binsfeld Kaia Seevers Zach Walters	<u>7:30 a.m.</u> Compeer Arena
<b>Forestry</b> <i>Supplies: Calculator, pencils, scantron, compass, Biltmore stick</i>	Mary Poppler Frannie Breazeale Allison Vergin Dalton Holovnia	<u>7:30 a.m.</u> Green Hall 110
<b>Student Leadership Workshops OR Ag Career Experience</b>	Anyone not competing this morning	<u>8:00 a.m.</u> <u>Workshops:</u> Coffey Hall <u>Career Experience:</u> Fair Coliseum
<b>Agribusiness Sales</b> <i>Supplies: Calculator, pencils, product information binders, scantron</i>	Grant Slininger Ava Cox Ashley Storz Amelia Dieter	<u>7:30 a.m.</u> Exam (complete before 10 a.m.) Check-In at Ruttan Hall 115 <u>1:20 p.m.</u> Team Planning, Presentation & Call Ruttan Hall TBD
<b>Chapter Delegates</b>		<u>8:30 a.m.</u> Bus Departs from State Fairgrounds Parking Lot
<b>Depart to East Bank</b> <i>Meet at Meeting Spot (CECC bridge)</i>	All	<u>TBD</u> CECC Meeting Location
<b>1st General Session and Lunch</b> Keynote: USDA Mason's Retiring Address Proficiency Awards (Animal & Plant) National Chapter Award Results Talent Acts	All Available	<u>12:30 p.m.</u> Pre-Session 3M at Mariucci Arena <u>1:00 p.m.</u> Session Begins 3M at Mariucci Arena
<b>Marketing Plan</b> <i>Supplies: Projector, clicker, computer, judge handouts</i>	<u>RMS Marketing Plan Team</u> Tabitha Hermanek Alexis Johnson Ana Lopez Lopez	<u>Time TBD</u> Presentation Williams Arena Media Room (203)
<b>Dinner on East Bank</b> <i>Options: Cane's, Noodles and Co, etc.</i>	All (stay in groups of 3)	<u>4:00 p.m.</u> East Bank
<b>2nd General Session</b> Stars Over Minnesota Katie's Retiring Address State Officer Candidate Intros National Officer Address State Degree Ceremony Talent Acts	All	<u>5:30 p.m.</u> Pre-Session and Concert 3M at Mariucci Arena <u>6:00 p.m.</u> Session Begins 3M at Mariucci Arena
<b>Departure from Convention to Hotel</b>	All	<u>Immediately Following the Session</u> 3M at Mariucci Arena
<b>Lights Out</b>	All	<u>11:00p.m.</u> Hotel

## Tuesday, April 29 (East Bank Only)

Event	Members	Schedule and Locations
<b>Depart and Check Out from Hotel</b>	All	<u>6:30 a.m.</u> Front Entrance of Hotel <i>Ensure all of your luggage is loaded!</i>
<b>3rd General Session</b> CDE Results (including Ag Com.) Proficiency Awards (Power Systems) Talent Acts Tyler's Retiring Address	All Available Ava Cox (special seating) Grant Slininger (special seating)	<u>7:30 a.m.</u> Pre-Session 3M at Mariucci Arena  <u>8:00 a.m.</u> Session Begins 3M at Mariucci Arena
<b>FFA Senior Reception</b>	Eliza Kartak Mckenna Bernard	<u>10:00 a.m.</u> 3M at Mariucci Arena
<b>Lunch on East Bank</b> <i>Possible Options: Raising Cane's, Noodles and Company, etc.</i>	All (stay in groups of 3)	<u>10:00 a.m.</u> East Bank
<b>4th General Session</b> CDE Results Proficiency Awards (Agribusiness) Kenzie's Retiring Address State Officer Recognition Nominating Committee Report Keynote: Morris Morrison Year in Review	All	<u>12:00 a.m.</u> Pre-Session 3M at Mariucci Arena  <u>12:15 p.m.</u> Session Begins 3M at Mariucci Arena
<b>Chapter Picture and Depart from Convention to Return Home</b>	All	<u>3:00 p.m. (approximate)</u> Outside of 3M at Mariucci Arena
<b>Return to Ag Department</b>	All	<u>4:30 p.m. (approximate)</u> RHS Parking Lot

# 2025 MINNESOTA FFA CONVENTION

## PERMISSION SLIP SUBMISSION CHECKLIST

*In order to ensure you have everything ready for the advisors, please use the following checklist as a guide.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### GENERAL:

- ☐ I read the entire packet, including the code of conduct, and agree to the terms. I understand that not following school rules or code of conduct will result in a dismissal from the trip at my parent's expense.
- ☐ I understand I am expected to study for a minimum of 4 hours for my CDE/LDE competitions (if I am competing in an event) and that practices can occur independently, but at least 1 or 2 practice times should be as a team with an advisor.
- ☐ I have completed the teacher permission slip and will keep it for my reference. I will maintain good attendance following the convention and make up any missing work promptly after my return.
- ☐ I have joined the convention google classroom.
- ☐ I have joined the convention GroupMe (instructions posted to google classroom).
- ☐ I have completed the AET waiver form (reviewed at the parent info meetings). Instructions are below.
  - Visit TheAET.com and hit the yellow login button.
  - Login using this information (be sure to use "Student Log In").
    - Chapter Number: MN0334 for HS - MN0338 for MS
    - Username: First initial and last name (ex: MPinkerman)
    - Password: Same as your username
  - Click the "Profile" tab.
  - Click "Emergency Info & Permission Forms" under the "About You" section.
  - The Emergency Contact Information form should be completed in entirety.
    - If only 1 parent/guardian, leave one blank.
    - If no specific doctor, put a hospital that takes your insurance.
    - If no insurance, type N/A.
    - At the bottom of that page, they should then click "Confirm & go to Forms"
  - Complete the 2024-25 General Yearly FFA Release Form (click Request) for the liability, Code of Conduct, and publicity release form.
    - If you get a message that the guardian email address is not valid, the email must be corrected on your personal profile.
  - Once requested, click the parent/guardian button to send an email to that email account!
    - You will receive an email from AET Info with a link to sign the form; click the link.
    - If you cannot find the email, check that the email is written correctly on the website and check your spam folder.
    - Confirm that the information is correct and sign your name digitally if directed to do so.
- ☐ I AM EXCITED TO ATTEND STATE FFA CONVENTION! :)

### WHAT YOU WILL TURN IN BEFORE APRIL 24:

- ☐ This Cover Page
- ☐ Medical Release Form
- ☐ Code of Ethics Signature Form
- ☐ Payment for convention to Ms. Pinkerman - \$ \_150\_
- ☐ Payment for hoodie to Ms. Pinkerman - \$ \_35\_ each

*Anyone who ordered a hoodie, I will confirm when they have arrived. All hoodies are \$35 and we have some extras remaining. Please pay in exact change/cash or with a check made out to Rockford FFA.*



# 2025 MINNESOTA FFA CONVENTION

## ROCKFORD FFA MEDICAL RELEASE FORM

Student name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Medications and Instructions: \_\_\_\_\_

Are there any medical conditions that the advisor should be aware of? \_\_\_\_\_

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_

understand that should a health problem arise, I will be notified as quickly as possible. However, if I cannot be reached, I hereby authorize in advance any necessary medical treatment while my student is participating in the Minnesota FFA Convention from April 21 to April 23. I understand that the Rockford FFA Chapter does not carry accident insurance for members, and certify that the above student is covered by medical insurance that will allow him/her to receive necessary emergency care in the event of injury or illness.

I also understand that my student is expected to abide by the code of conduct, and that my student's participation in any illegal, unsafe, or irresponsible activities, including consuming alcohol or tobacco, will result in removal from this trip and possibly a termination of my student's membership. If my student is removed from the trip, I assume responsibility for his/her transportation home. I will not hold Rockford FFA liable for any accidents or damage that could result from this activity, and I support the FFA advisor in determining any consequences of reckless or dangerous behavior on the part of my student.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In Case of Emergency, and primary contact cannot be reached, contact \_\_\_\_\_

Emergency Contact phone number: \_\_\_\_\_

# FFA CODE OF ETHICS

## NATIONAL FFA CODE OF ETHICS

FFA members will conduct themselves at all times in order to be a credit to their organization, chapter, school, and community. As an FFA member, I pledge to:

1. Develop personal potential for premier leadership, personal growth and career success.
2. Make a positive difference in the lives of others.
3. Dressing neatly and appropriately for the occasion. (See page 38 of the Official FFA Manual for proper use of Official Dress)
4. Showing respect for the rights of others and their property
5. Being courteous, honest, and not taking unfair advantage of others.
6. Communicate in an appropriate, purposeful and positive manner.
7. Demonstrating sportsmanship in the show ring, at career development events and meetings, and being modest in winning and generous in defeat.
8. Make themselves aware of FFA programs and activities and be an active participant.
9. Conduct and value a supervised agricultural experience program
10. Strive to establish and enhance skills through agricultural education in order to enter a successful career.
11. Appreciate and promote diversity in the organization.

## MINNESOTA FFA CODE OF CONDUCT

FFA is a youth-serving, school-based organization dedicated to providing opportunities to develop premier leadership, personal growth, and career success. Participation in the FFA's programs is subject to the observance of the organization's rules and procedures. The activities outlined below are strictly prohibited. Any participant or staff member who violates this Code is subject to discipline, up to and including removal from the program at their own expense.

- Abusive language towards a staff member, volunteer, or another participant.
- Possession or use of alcohol, tobacco, vapes, or illegal drugs on the event property or reporting to any program while under the influence of drugs or alcohol.
- Possession or use of dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items at FFA events.
- Discourtesy or rudeness to a fellow participant, staff member, or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health, or well-being of others.
- Failure to follow any agency policy or procedure.
- Bullying, harassment, or taking unfair advantage of any participant.
- Failure to cooperate with an adult supervisor/leader/mentor.

FFA members "make a positive difference in the lives of others; respect the rights of others and their property; [are] courteous, honest, and fair with others; communicate in an appropriate, purposeful and positive manner; and appreciate and promote diversity in our organization" (National FFA Constitution). Individual actions otherwise are a violation of the FFA Code of Ethics. Violations of the Code of Ethics will be reported to local school administrators for disciplinary action.

## PHOTO WAIVER FORM

Minnesota FFA has my permission to use my photograph, video and audio recordings, likeness, artwork, profile, and/or story in this and future publications, web pages, and other promotional materials produced, used by, and representing Minnesota FFA Association, Alumni and Foundation. I understand the circulation of the materials could be state/nationwide and that there will be no compensation to me for this use.

## RULES OF CONDUCT

1. I have read the Code of Ethics and Code of Conduct, understand them, and I will abide by them.
2. I will dress neatly and appropriately for the occasion. Remember delegates and members must wear official dress during all general sessions, at competitions and events, at the workshops and while attending the convention. (Blazers or business suits with ties are acceptable)
3. I will show respect for the rights of others and be courteous to everyone at all times. I will be courteous at all times and respect the rights of others in my words and actions. I understand that racism, sexism, and any other

- discriminatory behaviors are not in line with our values at Minnesota FFA and are not tolerated by our organization and student leaders.
- 4. I will be honest and not take unfair advantage of others.
- 5. I will respect the property and rights of others. I will care for campus/accommodations property and respect the rights of others at the campus/motel/hotel.
- 6. I will be in my room and remain there after curfew time, and I will be dressed and out of my room by the time designated by the advisor/chaperon for each day.
- 7. I will refrain from loud, boisterous talk, profanity, and other unbecoming conduct.
- 8. I will demonstrate sportsmanship in the showing, judging arenas, and meetings. I will show modesty in victory and graciousness in defeat.
- 9. I will arrive at events on time and respect the opinions of others in discussion.
- 10. I will take pride in our organization, in our activities, in our supervised agricultural experience programs, in our exhibits, and in the careers in agriculture.
- 11. I will not purchase, use, or have in my possession any kind of alcohol, tobacco, drugs, or other chemical substances.
- 12. I will present a positive image of our organization during the stay in hotels, dining, shopping, and all activities.
- 13. I will accept the authority of the supervisors, advisors, and/or chaperones/adults in charge of the trip.

I understand that any infraction of these rules will be grounds for termination of my participation in the conference and for me to be sent home at my parent's / guardian's expense. Members violating or ignoring rules of proper conduct at the convention will be subject to disciplinary action and dismissal. Violations of the Code of Ethics or Rules of Conduct will be reported to local school administrators for disciplinary action. I understand that upon receipt of "evidence of infringements on the provisions of the State or National Constitutions," Minnesota FFA will "suspend" local chapters, resulting in a loss of privileges including participation in conferences, conventions, CDEs and LDEs, and other programs of Minnesota and National FFA.

*I have read and I understand the expectations of the (chapter) FFA Chapter in regards to dress code and travel. I understand that failure to meet these expectations will subject me to consequences.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read and understand the expectations of the (chapter) FFA Chapter in regards to dress code and travel for my child. I understand that if my child fails to meet these expectations they will be subject to consequences.*

Parent/Guardian Signature: \_\_\_\_\_

Chapter: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_