

Nordic Skiing West Yellowstone Trip

Bonnie Fuller-Kask [coachbonnie@cpinternet.com]

Sent: Tuesday, September 28, 2010 2:52 PM

To: shawn roed

Hi Shawn,

The 4 points below are in response to the MSHSL Travel Policy.

1. Itinerary: Leave Duluth at 5:00pm on Fri., Nov.19,2010
 Arrive Kelly Inn, West Yellowstone on Sat., Nov.20
 Leave West Yellowstone at 4:00pm on Fri., Nov. 26
 Arrive Duluth on Sat., Nov.27
2. All skiers pay for their own trip. No funds are received from the School.
3. Title Nine: Both boys and girls are welcome on the trip.
- 4.ISD 709 School Board: Please approve travel for the East Nordic Skiing Boys and Girls Teams.

Please let me know how you would like me to proceed with this. Should I call a School Board member?
Thanks for your help.

Bonnie Fuller-Kask
Head Coach
Duluth East Nordic Ski Team
218-724-2775
coachbonnie@cpinternet.com
www.dulutheastnordic.org

<https://webmail.duluth.k12.mn.us/owa/?ae=Item&t=IPM.Note&id=RgAAAABhGZC21U...> 9/30/2010

10/29/10 FRI 11:16 FAX 218 728 7440 MIKE MIERNICKI-AD <>>> CAB-SCHOOL OPS 002

Major Bylaw Changes for 2010-2011

BOARD POLICY re BYLAW 411

TRAVEL FOR PRACTICE AND SCRIMMAGES

If a member schools' League-sponsored athletic team requests out-of-state travel for a practice or a scrimmage for the varsity, junior varsity or "B" squad teams, the school board must complete the following steps PRIOR to any travel by the team.

The school board must:

1. Review a complete copy of the itinerary planned for the school team.
2. Review the financial aspect of the trip including the funds to be received from and expended by the school team.
3. Identify the manner in which the school board will comply with Title IX relative to travel opportunities for each gender.
4. Approve travel for the school team at a regularly scheduled school board meeting.

Once complete, the Designated School Representative shall notify the League office, in writing, and identify the team(s) that has/have been approved for out-of-state travel in order to practice or scrimmage and affirm that all of the above steps have been completed. Notification to the League office must be completed at least 21 days prior to any travel by the approved team(s).

502

DAILY/SEASON PLAYER PARTICIPATION LIMITATIONS

Sport

Hockey,
Boys' & Girls'

Adapted Hockey

Daily Limit

Exception: If an injury or illness to a goaltender occurs during the games scheduled on that day the alternate or spare goaltender may play in more than four periods that day. If the goaltender remains injured or ill for future games this exception cannot be carried forward. For example: Your program has two goalies. Goaltender #1 plays three periods in the JV game. During warm-ups for the varsity game goaltender #2 breaks her arm on that day. Goaltender #1 may play all three varsity periods. Goaltender #2 is not able to play for one month. For all future games Goaltender #1 can play in no more than 4 periods on a given day. The options: A member of the team becomes a goaltender for two periods, or the JV and varsity games are scheduled for two separate days.

521

WRESTLING

3. CONTESTS

Cross Reference: Bylaw 501 (Maximum Number of Contests)

A. Maximum number allowed - 18

Eighteen events with the total number of team ~~matches~~ competitions within the 18 events not to exceed 36 ~~matches~~.

Note: Participation in (2) two separate varsity ~~events~~ team competitions on the same ~~calendar day date~~ shall count as two events toward the total allowable ~~18 events~~ and all team matches during the events will count toward the 36 total allowable ~~matches~~ competitions. For example: A school sends a team to participate in a Saturday varsity tournament in Andover and sends another team to participate in a varsity tournament in Blaine. Both events would count toward the 18 allowable events and all matches in the two separate events would count toward the 36 allowable ~~events~~ competitions for individual wrestlers and the team matches.

B. Non-League Tournaments

Conference or division champions may schedule a 19th ~~meet event~~ event to determine an inter-conference or intra-conference championship. The ~~meet event~~ event must be listed on the school schedule. Tournaments, not part of League play, will count as one ~~meet event~~ event toward the total number allowed. Wrestling in the 19th event does not count toward the 36 ~~match~~ competitions total but the weigh-in will be used toward the 50% rule for determining the wrestler's certified weight.



ADOPTED
to define the
requirements
for approval of
out-of-state
practices and
scrimmages



REVISED
to amend when
hockey
goaltenders
may exceed the
limitation of
four periods of
play per day



AMENDED
to clarify how
team events and
competitions
are counted
when
conducted on
the same
calendar date

RLL
1/27-1/28/2011

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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: Jim Amdt
 Not Approved Date: 1/27/10

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Jim Amdt
 Not Recommended Date: 1/10-1-10

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 1/11/10

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: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehlert
3. Field Trip Date(s): January 27, 28, 2011 Destination: Grand Rapids Minnesota
4. Field Trip Overview (Include events, establishments and locations): Region V Business Professionals of America Competition: Itasca Community College; 1851 East Hwy 169; Grand Rapids, MN 55744-3397; 218-327-4460
Hotel: Timberlake Lodge; 144SouthEast 17th Street; Grand Rapids, MN 55744; 218-362-2600
5. Field Trip Departure from School (Date and Time): January 27, 2011 at 5:30 am
Field Trip Return to School (Date and Time): January 28, 2011 at 4 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 30.00 per student
Total Meals	\$ 20.00 per student
Total Lodging	\$ 35.15 (3 room) per student
Total Transportation	\$750.00 bus
<input type="checkbox"/> School District Vehicle(s)	(20 Students)
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 37.50 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other: Dues For The Year	\$ 15.00
Total	\$ 137.65

Revenues		
District Budget	Code: <u>C. PERKINS</u>	\$
Booster Group		\$
Donations	<u>Student Activity Acct.</u>	\$
Student Fees		\$ <u>137.65</u>
Total Additional Stipends:		\$
Total		\$ <u>137.65</u>

GRANT USED TO SUPPORT INSTRUCTOR COSTS.

STUDENTS WILL CONDUCT FUND RAISING ACTIVITIES FOR THEIR SUPPORT

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

- 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.

*CHECKLIST INFORMATION
WILL BE PROVIDED
WHEN AVAILABLE*

Signature of Contact Person: _____

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at STC. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

DISTRICT 709 FIELD TRIP REQUESTS

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DIRECTIONS: All staff are required to submit a Field Trip Request prior to the field trip being finalized with the involved students and to:

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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: Joni Audo
 Not Recommended Date: 10/2/10

Assistant Superintendent: Recommended Name: W. H. Danforth
 Not Recommended Date: 11/1/10

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: FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Madole
3. Field Trip Date(s): Dec. 2-3, 2010 Destination: UMC - Univ of Mn - Crookston
4. Field Trip Overview (Include events, establishments and locations): Ag Activities Day @ UMC includes various Career Development Events in- Forestry, Wildlife, Floriculture, and Nursery/Landscaping. These are invitational competitions.
5. Field Trip Departure from School (Date and Time): Dec 2nd- Depart 1:30pm from STC
Field Trip Return to School (Date and Time): Dec 3rd. Arrive 8:30pm to STC
6. Objectives of Field Trip: Students participate in the team events listed above. This invitational allows them the practice & can gauge how they compare across the state. FFAs from all over MN attend. Students may earn scholarship
7. Relationship to Curriculum or Student Learning: Students get to use what they've learned in Forestry, Fish+Wildlife and the Plant Science class.
8. Planned Follow-up Field Trip Activities: Students share with other FFA chapter members and classmates. Often this event inspires them to compete at the regional level.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 120.00
Total Meals	\$ 275.00
Total Lodging	\$ 320.00
Total Transportation	\$ 300.00
<input checked="" type="checkbox"/> School District Vehicle(s) <i>estimate share of bus - Van to Grand Rapids - staying bus from there -</i>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>With Grand Rapids FFA</u>	→ 100.00 mileage
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ _____
Other:	\$ _____
Total	\$ 1115.00

Revenues		
District Budget	Code:	\$
Booster Group <u>Student Club Act.</u>		\$ 520.00
Donations		\$
Student Fees		\$ 506.00
Total Additional Stipends:		\$
Total		\$ 1026.00

-(travel, admission for students)
- meals - lodging - maybe able to fundraise for lodging - too.
- other funds from grants to support activity

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. *2 advisors*
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME	LOCATION
<i>1:30 - pm 12/2</i>	<i>leave for Grand Rapids H.S.</i>
<i>3:30 pm 12/2</i>	<i>leave GR for Crookston</i>
<i>8:00 pm 12/2</i>	<i>check in to hotel @ Northland Inn Crookston.</i>
<i>3:00 pm 12/3</i>	<i>UMC Events - Leave for home</i>

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

Signature of Contact Person: *Jennifer Madole*

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 *Northland Inn.*
- 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: *Jennifer Madole*

SLC
3/9 - 3/12/2011

DISTRICT 709
FIELD TRIP REQUESTS

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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 review and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

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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: Joan Lund
 Not Recommended Date: 3/10-1-10

Assistant Superintendent: Recommended Name: Whitcomb, +1
 Not Recommended Date: 11/1/10

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.

2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): March 9-12, 2011 Destination: Minneapolis, Minnesota
4. Field Trip Overview (Include events, establishments and locations): State Business Professionals of America Competition: Hyatt Regency Minneapolis; 1300 Nicollet Mall; Minneapolis, Minnesota; 612-370-1234
5. Field Trip Departure from School (Date and Time): March 9 at 4:30 pm
 Field Trip Return to School (Date and Time): March 12 at 6 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 55.00 per student
Total Meals	\$ 60.00 per student
Total Lodging	\$ 130.14 (4 room) per student
Total Transportation	\$850.00 bus (10 Students)
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 85.00 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other:	\$
Total	\$ 330.14

Revenues		
District Budget	Code: <i>C. PERKINS</i>	\$
Booster Group		\$
Donations	<i>STUDENT ACTIVITY ACCT.</i>	\$
Student Fees		\$ <i>330.14</i>
Total Additional Stipends:		\$
Total		\$

GRANT USED TO SUPPORT INSTRUCTOR COSTS

STUDENTS WILL CONDUCT FUND RAISING ACTIVITIES FOR THEIR SUPPORT

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
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- 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

- 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.
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Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

*CHECKLIST INFORMATION
WILL BE PROVIDED
WHEN AVAILABLE*

Signature of Contact Person: _____

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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: Jim Audo
 Not Recommended Date: 10/2/10

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 11/1/10

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 x Extended

1. Organization/Grade/Course Planning Trip: : HOSA 11th and 12th Grade

2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson

3. Field Trip Date(s): March 21 to 24th, 2011 Destination: St. Cloud , Kelly Inn & Civic Center

4. Field Trip Overview (Include events, establishments and locations): See attached (waiting for the state advisor to send this out)

5. Field Trip Departure from School (Date and Time March 21st, 2011 at 300pm

Field Trip Return to School (Date and Time): March 24th, 2011 at 700pm

6. Objectives of Field Trip: See Attached. **Students will be competing at State HOSA(Health Occupations Students of America) Spring Leadership.**

7. Relationship to Curriculum or Student Learning: **Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.**

The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.

HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.

8. Planned Follow-up Field Trip Activities: National Leadership Conference

9. Field Trip Budget Request These are estimated costs from last year's conference, We are waiting for a schedule.

Estimated Expenses		
Total Admission/Fees ~\$80.00 ~20 students and 2 staff \$1,760		\$ 1,760.00
Total Meals ~\$37.00 a day at 3 days		\$ 111.00
Total Lodging ~\$99.00 night x 2 nights		\$ 1,386.00
Total Transportation		\$ 1,000.00
<input type="checkbox"/> School District Vehicle(s)		
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
x Private Vehicle (requires certificate of insurance) ~ Name: <u>COACH</u>		
Total Additional Stipends:		\$
Other:		\$

Field trip state 2011

FIELD TRIP REQUEST CHECKLIST - All Field Trips
 DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
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- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

Awaiting information from State HOSA

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

Signature of Contact Person: Kimberly Olson Instructor

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.
- x Arrange Funding of Expenses During Trip
- x 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: Kimberly Olson Instructor

Total	\$ 4,257.00
--------------	--------------------

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$80.00 confrence fee, \$50.00 Transportation fee, ~\$66.00 to \$50.00 hotel for two nights Total of \$196.00 each=\$3,920.
Total Additional Stipends:		\$
Total		\$ 3,920.00

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

Field trip state 2011

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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

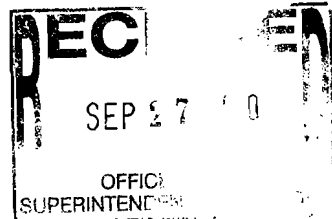
Principal: Recommended Name: David Kuff
 Not Recommended Date: 10/01/10

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 11/1/10

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: 6/8/10

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Close-up
2. Contact Person (Responsible for Checklist Completion): Jon Flaa
3. Field Trip Date(s): Spring break Destination: Washington DC.
4. Field Trip Overview (Include events, establishments and locations):
Week long trip to D.C. to visit various landmarks and museums.
(see Attached Handout)
5. Field Trip Departure from School (Date and Time): 4/17/11
 Field Trip Return to School (Date and Time): 4/22/11
6. Objectives of Field Trip: Give students an inside view of the people, processes and places in our nation's capital.
7. Relationship to Curriculum or Student Learning: History, Government, Citizenship: See first hand what D.C. offers
8. Planned Follow-up Field Trip Activities: _____
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$

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

Total Cost
1,260⁰⁰ + airfare
- includes all meals and admission fees plus transportation and supervision
All paid by Student.

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

Winter Break
or

Spring Break
2010 Spring

LOCATION

Washington D.C.

- 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: _____

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: Jan Ande
 Not Recommended Date: 10/8/10

Assistant Superintendent: Recommended Name: Christine Smith
 Not Recommended Date: _____

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: FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Madole
3. Field Trip Date(s): May 1-3 Destination: St. Paul / Mpls - U of M Twin Cities
4. Field Trip Overview (Include events, establishments and locations): This is the MN State FFA Campuses Convention held on the campuses of UofM. Students attending also have the opportunity to go to the Science Museum Como Park Conservatory and Mall of America in eve. for fun!
5. Field Trip Departure from School (Date and Time): May 1 - 1:00 pm.
Field Trip Return to School (Date and Time): May 3 - 6:30 p.m.
6. Objectives of Field Trip: Team building, and a culmination of their efforts. Students participate in Career Development Events they qualify for at previous regional competitions. Gives opportunity for personal growth + leadership
7. Relationship to Curriculum or Student Learning: Students compete in areas taught in class - lab setting.
8. Planned Follow-up Field Trip Activities: Students share experiences with class and celebrate success at a local FFA Barbecue - Picnic where awards are celebrated & recognized
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 334.20
Total Meals	\$ 430.00
Total Lodging <u>2 nights - 5 rooms = \$90/night</u>	\$ 900.00
Total Transportation	\$ 400.00
<input checked="" type="checkbox"/> School District Vehicle(s) <u>2 vans? - \$200 ea round trip</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends: <u>Science museum \$11 x 13 =</u>	\$ 143.00
Other:	\$
Total	\$ 2200.00

← may need school bus which would be more

Revenues		
District Budget	Code:	\$
Booster Group <u>Student Club Acct.</u>		\$ 1,050.00
Donations <u>Perkins-</u>		\$ 590
Student Fees		\$ 560.00
Total Additional Stipends:		\$
Total		\$ 2200.-

STAFF FUNDING FROM ACTIVITY ACCOUNT AND GRANT (PERKINS)

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). *Future*
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. *Future -*
- 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

see attached

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

Signature of Contact Person:

Jungfer Madole

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:

Jungfer J Madole

DISTRICT 709
FIELD TRIP REQUESTS

NLC
5/3 to 5/8/2011

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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: Joni Lundt
 Not Recommended Date: 10-1-10

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 11/10

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: Business Professionals Of America 8-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): May 3-8, 2011 Destination: Washington DC
4. Field Trip Overview (Include events, establishments and locations): National Business Professionals of America Competition: Washington DC
5. Field Trip Departure from School (Date and Time): May 3, 2011 at 6:30 am
 Field Trip Return to School (Date and Time): May 8, 2011 at 11 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 109.00 per student
Total Meals	\$ 120.00 per student
Total Lodging \$335.00 per night * 5 Nights = \$1,675 / 3 = \$558.34 + \$50.00	\$ 608.34 (3 room) per student
Total Transportation <input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Airfare - Delta <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	\$543.22 Airfare \$ 50.00 Ground Transportation To And From Hotel
Total Additional Stipends:	\$
Other:	\$
Total	\$ 1430.55

Revenues		
District Budget	Code: <u>C PERKINS</u>	\$
Booster Group		\$
Donations	<u>STUDENT ACTIVITY ACCT.</u>	\$
Student Fees		\$ <u>1,430.55</u>
Total Additional Stipends:		\$
Total		\$

GRANT USED TO SUPPORT INSTRUCTOR COSTS
 STUDENTS WILL CONDUCT FUND RAISING ACTIVITIES FOR THEIR SUPPORT

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

- 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.

*CHECKLIST INFORMATION
WILL BE PROVIDED
WHEN AVAILABLE*

Signature of Contact Person: _____

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at STC. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

**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
 Not Approved

Name: Denise Cameron
Date: 9/20/10

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: Denise Cameron
Date: 9/20/10

Assistant Superintendent: Recommended
 Not Recommended

Name: W. J. Smith
Date: 11/1/10

School Board: Approved
 Not Approved

Name: _____
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: 9-14-10

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Thunder Bay Trip
2. Contact Person (Responsible for Checklist Completion): Bruce N. Holm
3. Field Trip Date(s): _____ Destination: Thunder Bay, Ontario, Canada
4. Field Trip Overview (Include events, establishments and locations): See attached last years schedule Audrey James - Head of Ministry of Lakehead University Partnership - Sister Cities Ed. average 70 students/year
5. Field Trip Departure from School (Date and Time): 6:30 AM - 25 May 2011
Field Trip Return to School (Date and Time): 2:15 pm - 27 May 2011
6. Objectives of Field Trip: Observe a Foreign Country and Culture, Life Experience for Students, Introduction To College Life, Currency Exchange, history Tour of
7. Relationship to Curriculum or Student Learning: historic Fur Trade experience at The head of Lake Superior.
8. Planned Follow-up Field Trip Activities: Money and geography of Economics in Canada - Culture Comparison Canada / U.S.
9. Field Trip Budget Request

See Last Years sheet

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees	<u>\$200/STUDENT</u>	\$
Total Additional Stipends:		\$
Total		\$

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
See old schedule	Schedule

- 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: *Bruce W. [Signature]*

Thunder Bay

The total cost of the trip is \$200.00. You must pay \$50.00 down to sign up your student. Please make checks payable to Morgan Park School. The remaining \$150.00 is due by April 15, 2011. If, for any reason, your student can't go the money will be refunded. I will take no more than 80 students.

Students must be passing all their classes to be eligible. They must have no more than 4 behavior incidents such as referrals, bus reports, in school suspensions, etc. They must have regular school attendance. I will reserve the right to make those final decisions on those in discussion with the principal.

If you have any more questions please contact me at school at 626-4512 ext 132.

Bruce Holm

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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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: Jan Aude
 Not Recommended Date: 10/8/10

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 11/1/10

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 x Extended

1. Organization/Grade/Course Planning Trip: : **HOSA 11th and 12th Grade**
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): June 21 to 25th 2011 Destination: Anaheim, California
4. Field Trip Overview (Include events, establishments and locations): **See attached (waiting for the state advisor to send this out)**
5. Field Trip Departure from School (Date and Time): June 21, 2011 TBA
Field Trip Return to School (Date and Time): June 25th, 2011 TBA
6. Objectives of Field Trip: Students will be competing at National HOSA (Health Occupations Students of America) National Conference Leadership.
7. Relationship to Curriculum or Student Learning: **Health Occupations Students of America is a National Career and Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations Education Division of the Association of Career and Technical Education.**

The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all healthcare occupations education students, therefore helping the students to meet the needs of the healthcare community.

HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE, Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident speaking, and writing skills.
8. Planned Follow-up Field Trip Activities: Article for paper.
9. Field Trip Budget Request Awaiting for a schedule to be put out by National HOSA. These prices are estimates from last year.

Estimated Expenses	
Total Admission/Fees ~\$80.00 ~15 students and 2 staff	\$ 1,530.00
Total Meals Three meals a day at five days \$27.00/day = \$135.00	\$ 459.00
Total Lodging \$150.00/night x five nights \$750.00	\$ 3750.00
Total Transportation	\$ 1445.00
<input type="checkbox"/> School District Vehicle(s)	
x Commercial Transportation Carrier ~ Name: Super shuttle round trip \$85.00 approx.	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: Airfare Aprox. \$500.00 to 700.00	\$ 10200.00
Total	\$17,214.00

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees Admission	\$90.00 ~15 students	\$ 1,350.00
Meals	\$27.00~15 students	\$2,025.00
Lodging		\$3,000.00
Super shuttle	~ 485.00 X 15 Students	\$1,275.00
Airfare	15 @ ~ \$600.00	\$9,000.00
Total Additional Stipends:		\$
Total	" Students will all be self pay "	\$16,500.00

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
_____	_____
_____	_____
_____	_____
_____	_____

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

Signature of Contact Person: Kimberly Olson Instructor

Field trip Nationals 2011 Request Document

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.
- x Arrange Funding of Expenses During Trip
- x 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: Kimberly Olson Instructor