

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 (externally sponsored) 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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Debra BVA
 Not Recommended Date: 10/10/14 3/29/17

Assistant Superintendent: Recommended Name: Barzucha
 Not Recommended Date: 4/24/19

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 (Health Occupations Students of America) 11th and 12th Grade, Medical Occupations HOSA
2. Contact Person (Responsible for Checklist Completion): Kim Olson, Instructor
3. Field Trip Date(s): June 20 - 26, 2017 Destination: Disney's Coronado Springs, Orlando, Florida
4. Field Trip Overview (Include events, establishments and locations): _____

The HOSA International Leadership Conference includes (see attached agenda for more details):

General Sessions for leadership training

HOSA University for members, state officers and advisors

Exhibits presented by health organizations and associations

Competitive events focused on leadership, professional and technical skills

Annual business of the national student organization of HOSA by the national voting delegates

Educational Symposium workshops presented by professional partners that provide Information about current health care issues

An opportunity to meet people from across the globe with similar career goals

Fun, excitement, recognition, and opportunity for all HOSA members!

5. Field Trip Departure from School (Date and Time):

June 20, 2017 TBD

Field Trip Return to School (Date and Time):

June 26, 2017 TBD

6. Objectives of Field Trip:

Students will be competing at the National HOSA Leadership Conference.

7. Relationship to Curriculum or Student Learning:

HOSA is a National career and Technical Student Organization 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. By attending this conference, students will be provided leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE along with teaching our students legislative action training, confident speaking, and writing skills.

8. Planned Follow-up Field Trip Activities: article in newspaper

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees (Estimate 7 students, 2 Staff @ 90 each)	\$810
Total Meals (Estimate \$27.00 per day per person)	\$1701
Total Lodging (\$189 per room per night – estimate 5 student rooms, 1 staff room)	\$5670
Total Transportation <input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> X Commercial Transportation Carrier ~ Name: _____ Private Vehicle (requires certificate of insurance) ~ Name: _____ Estimated flight from Duluth to Orlando	3600
Total Additional Stipends:	\$
Other: Baggage (\$50.00 per person)	\$450
Total	\$12231

Revenues		
District Budget	Code:01-380-005-428-000	\$1863
Booster Group		\$
Donations		\$
Student Fees:		\$10368
Total Additional Stipends:		\$
Total		\$12231

11. Reviewed/Completed Request Checklist: x Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

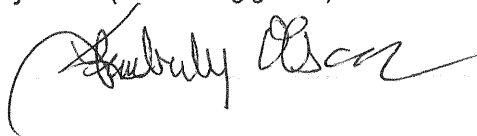
TIME

LOCATION

Awaiting Itinerary from the state/National department

- x Maintain Student Roster and Check-in/Check-out Procedure
- x 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.

- x 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
- x Arrange Lodging Plans and Room Assignments
- x 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:

