

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: Jim Anette
 Not Recommended Date: 10/24/12

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 11/5/12

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 Externally Sponsored*

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): December 12-13th, 2013 Destination: Best Western Kelly Inn, St. Cloud, MN

4. Field Trip Overview (Include events, establishments and locations Field Trip request of state officer training and Spring Leadership Conference planning to enhance the leadership qualities for confident speakers and writers for HOSA and as representatives for ISD 709, Duluth, eam building, Etiquette.

5. Field Trip Departure from School (Date and Time): Dec. 12th @ 0700 am Tentative time

Field Trip Return to School (Date and Time): Dec. 13th @ 0700pm Tentative time

6. Objectives of Field Trip: See attached forms from last year event. Prepare state officers for their position and provide instruction for teamwork, leadership and exploring their leadership techniques.

7. Relationship to Curriculum or Student Learning: Leadership, teamwork, Program of Study and Career Pathways, Partnership for CTE, Implementing of Health Science Programs, Increase effectiveness of teaching, Legislative training, confident speaking and writing skills. Reinforcement of skills taught and application of skills.

8. Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for Juvenile Diabetes (JDRF)

9. Field Trip Budget Request

| Estimated Expenses | |
|--|-------------------------|
| Total Admission/Fees | \$0 |
| Total Meals | \$32.00 district pay |
| Total Lodging | \$0 Paid by MN HOSA |
| Total Transportation | \$180.00 |
| X School District Vehicle(s) VAN Paid by students | \$22.50 |
| <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ | each |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____ | |
| Total Additional Stipends: | \$ -0- |
| Other: Sub pay one day(Friday) Saturday sub not needed | \$ 200.00 |
| Total | \$254.50 |

| Revenues | | <i>INSTRUCTOR</i> |
|----------------------------|-------------------------|-------------------|
| District Budget | Code: <u>C. PEAKINS</u> | \$ 254.50 |
| Booster Group | | \$ |
| Donations | | \$ |
| Student Fees | <i>EACH</i> | \$ 54.50 |
| Total Additional Stipends: | | \$ |
| Total | | \$ |

| Student | Teacher |
|--------------|---------------|
| Admin: 32.00 | 32.00 |
| 22.50 | 22.50 |
| ----- | 200.00 |
| \$ 54.50 | ----- |
| | 254.50 |

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

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
- x Planned Itinerary

TIME

LOCATION

| | |
|--|--|
| | Awaiting itinerary form the state 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/Externally Sponsored 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: _____

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: Jim Amdt
 Not Recommended Date: 10/24/13

Assistant Superintendent: Recommended Name: E. Sanford
 Not Recommended Date: 11/5/13

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 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
- x Planned Itinerary

TIME

LOCATION

| | |
|--|--|
| | Awaiting itinerary form the state 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/Externally Sponsored 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: _____

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade 201⁴ Spring Leadership and State Competition Conference

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

3. Field Trip Date(s): April 1st -4th, 201⁴ Destination: Best Western Kelly Inn, St. Cloud, MN

4. Field Trip Overview (Include events, establishments and locations Field Trip request of state officer training and Spring Leadership Conference planning to enhance the leadership qualities for confident speakers and writers for HOSA and as representatives for ISD 709, Duluth.

5. Field Trip Departure from School (Date and Time): April 1st @ 3pm
 Field Trip Return to School (Date and Time): April 4th @ 300pm

6. Objectives of Field Trip: Students will be competing at STATE HOSA (Health Occupations Students of America)

7. Relationship to Curriculum or Student Learning: Leadership, teamwork, Program of Study and Career Pathways, Partnership for CTE, Implementing of Health Science Programs, Increase effectiveness of teaching, Legislative training, confident speaking and writing skills. Reinforcement of skills taught and application of skills.

8. Planned Follow-up Field Trip Activities: National Conferences for HOSA.

9. 9. Field Trip Budget Request

| Estimated Expenses | Teacher |
|--|--------------------------------|
| Total Admission/Fees | \$80.00 |
| Total Meals 25 @ 3=\$75.00 Instructor | \$75.00 district pay |
| Total Lodging \$99.00 night x 3 nights Instructor students = 20 @ 78.00=312/er | \$297.00 |
| Total Transportation students = X School District Vehicle(s) VAN students 1000/20= \$50.00 each <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____ | \$1,000.00 ~\$50.00 each |
| Total Additional Stipends: | \$-0- |
| Other: Sub pay 4 days | \$ 400.00 |
| Total | \$ |

Students self pay

| Revenues | |
|----------------------------|---|
| District Budget | Code: C. Perkins <i>-Instructional</i> \$902.52 |
| Booster Group | \$ |
| Donations | \$ |
| Student Fees self pay | <i>EACH</i> \$ 308 |
| Total Additional Stipends: | \$ |
| Total | \$ |

| Student | Instructor |
|--------------|------------|
| Fees/Per. 20 | 20 |
| MEALS 100 | 100 |
| Lodging 28 | 297 |
| TRNS. 50 | 50 |
| 308 | 527 |

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL



MN HOSA 2013-14 Calendar

| | | |
|---|---|-----------------------------------|
| October 10 th -12 th | MN HOSA Medical Reserve Corps Camp Three day intense training for all potential MRC Student Volunteers-Partnered with the MN National Guard. Registration will be on line for HOSA members | Little Falls, MN- Camp Ripley |
| November 7 th -- 8 th | MN HOSA Fall Conference Dynamic speakers, presentations on careers and healthcare possibilities, exhibitors and tours. Registration will be on line. Officer Candidate will be sent out and also located on the website. | Holiday Inn East- St. Paul |
| December 12 th -13 th | State Officer Training/MRC training - Leadership training for new state officers including teambuilding, Etiquette, leadership activities and conference planning. MRC teams/volunteers will begin their orientation and training to help get started with community projects and HOSA event. | Best Western Kelly Inn- St. Cloud |
| January 3 rd , 2014 | Rochester Mid- Winter Competitive Event Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference. | Rochester Community College |
| January 17 th | Metro Mid- Winter Competitive Event Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference. | Argosy University- Eagan |
| February-- | Duluth Mid-Winter Competitive Events Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference. | Lake Superior College- Duluth |
| April 2 nd - 4 th | HOSA State Spring Conference Competitions of over 40 events, Exhibits and presentations Recognition and awards for all event finalists. | Best Western Kelly Inn- St. Cloud |
| June 25 th - 28 th | National HOSA Leadership Conference Compete with participants from all over the United states, Puerto Rico, Alaska, and Hawaii in a competition that you have excelled in at the State Level. | Orlando, Florida |

**** Volunteer Opportunities with Cystic Fibrosis will be relayed as soon as announced**

****Legislative Day is TBD**

**** Science Museum TBD by exhibit available**

**** MRC training opportunities will be relayed when they are opened up.**

If anyone would like to do a HOSA kickoff with a HOSA presentation- let me know.

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: Jim Audt
 Not Recommended Date: 10/9/13

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 11/5/13

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 Externally Sponsored*

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): Nov. 7th and 8th 2013 Destination: Holiday Inn East, St. Paul

4. Field Trip Overview (Include events, establishments and locations): Run students for state officer positions and to bring along voting delegates. Lessons in leadership, parliamentary procedures and career development.

5. Field Trip Departure from School (Date and Time): Nov. 7th @ 0700

Field Trip Return to School (Date and Time): November 8th @ 0700pm

6. Objectives of Field Trip: 3 to 4 students to run for State Office and 3-4 students to attend as voting delegates total of 7 students and one advisor.

7. Relationship to Curriculum or Student Learning: Leadership, teamwork, POS and Career Pathway exploration, Partnership for CTE, Implementing of HSP(Health Science Programs) Parliamentary procedures, citizenship.

8. Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for Juvenile Diabetes (JDRF)

9. Field Trip Budget Request

| Estimated Expenses | |
|--|---------------|
| Total Admission/Fees \$440.00- 7 students and 1 Advisor | \$ 55.00 each |
| Total Meals | \$32.00 |
| Total Lodging | \$112.26 |
| Total Transportation | \$180.00 |
| X School District Vehicle(s) VAN | |
| <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ | |
| <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____ | |
| Total Additional Stipends: | \$ -0- |
| Other: Students are self-pay | \$ -0- |
| Total | \$ |

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

| | |
|---|--|
| <p style="text-align: center;"><i>Student</i></p> <p>Adm 55.00</p> <p>meal 32.00</p> <p>lodge 37.42</p> <p>Tx 22.50</p> <hr/> <p>\$ 146.92</p> | <p style="text-align: center;"><i>Teacher</i></p> <p>55.00</p> <p>32.00</p> <p>112.26</p> <p>22.50</p> <hr/> <p>\$ 221.76</p> |
|---|--|

2/1/13

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive _____ ver form for each student participating in an externally sponsored trip prior to the departure date.

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/Externally Sponsored 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: _____



MN HOSA 2013-14 Calendar

| | | |
|---|---|-----------------------------------|
| October 10 th -12 th | MN HOSA Medical Reserve Corps Camp Three day intense training for all potential MRC Student Volunteers-Partnered with the MN National Guard. Registration will be on line for HOSA members | Little Falls, MN- Camp Ripley |
| November 7 th – 8 th | MN HOSA Fall Conference Dynamic speakers, presentations on careers and healthcare possibilities, exhibitors and tours. Registration will be on line. Officer Candidate will be sent out and also located on the website. | Holiday Inn East- St. Paul |
| December 12 th -13 th | State Officer Training/MRC training - Leadership training for new state officers including teambuilding, Etiquette, leadership activities and conference planning. MRC teams/volunteers will begin their orientation and training to help get started with community projects and HOSA event. | Best Western Kelly Inn- St. Cloud |
| January 3 rd , 2014 | Rochester Mid- Winter Competitive Event Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference. | Rochester Community College |
| January 17 th | Metro Mid- Winter Competitive Event Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference. | Argosy University- Eagan |
| February--- | Duluth Mid-Winter Competitive Events Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference. | Lake Superior College- Duluth |
| April 2 nd - 4 th | HOSA State Spring Conference Competitions of over 40 events, Exhibits and presentations Recognition and awards for all event finalists. | Best Western Kelly Inn- St. Cloud |
| June 25 th - 28 th | National HOSA Leadership Conference Compete with participants from all over the United states, Puerto Rico, Alaska, and Hawaii in a competition that you have excelled in at the State Level. | Orlando, Florida |

**** Volunteer Opportunities with Cystic Fibrosis will be relayed as soon as announced**

****Legislative Day is TBD**

**** Science Museum TBD by exhibit available**

**** MRC training opportunities will be relayed when they are opened up.**

If anyone would like to do a HOSA kickoff with a HOSA presentation- let me know.

DISTRICT 709
FIELD TRIP REQUESTS

Business Professionals of America - Spring Leadership Conference March 5-8, 2014

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
 Not Approved

Name: [Signature]
Date: 10/24/13

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: [Signature]
Date: _____

Assistant Superintendent: Recommended
 Not Recommended

Name: [Signature]
Date: 11/5/13

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:

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 Ehler

3. Field Trip Date(s): March 5-8, 2014 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 5, 2014 at 4:30 pm

Field Trip Return to School (Date and Time): March 8, 2014 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: | \$ |
| Booster Group | | \$ |
| Donations | | \$ |
| Student Fees | | \$ |
| 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

| | |
|--|--|
| | |
| | |
| | |
| | |

- 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: _____

[Handwritten Signature] Peggy Ehlert 10/24/2013

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 BPA. 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

Business Professionals of America - Region Leadership Conference January 28, 29, 2014

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
 Not Approved

Name: David K
Date: 10/24/13

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: _____
Date: _____

Assistant Superintendent: Recommended
 Not Recommended

Name: E. Crawford
Date: 11/5/13

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:

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 Ehler
3. Field Trip Date(s): January 28, 29, 2014 Destination: Grand Rapids Minnesota
4. Field Trip Overview (Include events, establishments and locations): Region V Business Professionals of America Competition: District 318 Administration Building; 820 NW First Avenue; Grand Rapids, MN 55744; 218.327.5700
Hotel: Timberlake Lodge; 144SouthEast 17th Street; Grand Rapids, MN 55744; 218-362-2600
5. Field Trip Departure from School (Date and Time): January 28, 2014 at 5:30 am
Field Trip Return to School (Date and Time): January 29, 2014 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 | \$ 36.29 (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 | \$ 138.79 |

| Revenues | | |
|----------------------------|-------|-----------|
| District Budget | Code: | \$ |
| Booster Group | | \$ |
| Donations | | \$ |
| Student Fees | | \$ |
| 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

| | |
|--|--|
| | |
| | |
| | |

- 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: P. Ehlert Peggy Ehlert 10/24/2013

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 school. 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.