

06/08/10

DISTRICT 709 FIELD TRIP REQUESTS

Pg. 1

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: Bruce Tule
☐ Not Recommended Date: 1-5-26

Assistant Superintendent: ☒ Recommended Name: Anthony Burt
☐ Not Recommended Date: 1/13/26

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:

Pg. 2

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: Denfeld Speech Team
2. Contact Person (Responsible for Checklist Completion): Jill Lafald
3. Field Trip Date(s): Feb. 13-17, 2026 Destination: Harvard - Boston MA.
4. Field Trip Overview (Include events, establishments and locations): Speech Tournament Competition on the Harvard Campus.
5. Field Trip Departure from School (Date and Time): Friday, Feb 13 - 7:00 am
Field Trip Return to School (Date and Time): Tuesday, Feb 17th 10:00 pm
6. Objectives of Field Trip: Three Denfeld Speech Team member qualified to compete. They will gain valuable speaking skills + meet students from
7. Relationship to Curriculum or Student Learning: all over the country. Empowers them to research, discuss important issues. Teaches them to think, listen + lead.
8. Planned Follow-up Field Trip Activities: They will share their experience with other Speech Team members. They will help coach other members + continue to use what they learned in the remaining competitions.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 370. ⁰⁰
Total Meals <u>Student responsible \$200.⁰⁰ per student</u>	\$
Total Lodging	\$ 3,000
Total Transportation	\$
☐ School District Vehicle(s)	
☒ Commercial Transportation Carrier ~ Name: <u>Delta</u>	1,843. ⁰⁰
☐ Private Vehicle (requires certificate of insurance) ~ Name:	
	2,094.
Total Additional Stipends:	\$
Other:	\$
Total	\$ 5213. ⁰⁰

Revenues		
District Budget	Code:	\$
Booster Group	<u>Fundraising will make up the difference -</u>	
Donations		\$ 5,000. ⁰⁰
Student Fees		\$ 0
Total Additional Stipends:		\$ 0
Total		\$

2 Grants
Pachel
M.V. in Comm. Club

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.

Pg. 3

- ☒ 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

I do have a complete 2026 Denfeld Speech
 Team Handbook for this trip that I provide
 for students and family.

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

Signature of Contact Person:

Jim Lopez

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:

Jim Lopez