



Rockford Area Schools – ISD 883

### EXTENDED FIELD TRIP APPLICATION – FINAL APPROVAL

**Final approval must be granted prior to engaging in securing contracts and collecting fees from students.** Approval of this final application authorizes the teacher/advisor to proceed with trip planning, including expanding the appropriate funds.

School: Rockford High School

Group/Class: Rockford Robotics

Teacher(s)/Advisor(s) submitting request: Holly Kimball

# of students: 17 # of school personnel:    # of chaperones:   

Destination: Mukwonago High School Address: 605 W Veterans Way

Have students received teachers' approval to miss class? Yes    No x working on email to teachers in Feb

Departure Date: Mar 26th Departure Time: 11:45pm Return Date: Mar 29th Return Time: 10:00 pm

Days absent: When school is in session: 0 Non-school days/vacation time: 4

Have reasonable accommodations been made for students with disabilities? Yes x No   

For trips that contract a tour service, has the contract been reviewed and approved by the Business Manager? Yes n/a No   

For trips outside the Continental US and those using a travel services, provide the name of the travel service:

**For trips outside of the Continental US, please attach your emergency procedures.**

Who has signed off on discussing school discipline policies with students? n/a Who has signed

off on discussing school discipline policies with staff and chaperones? n/a

**TRANSPORTATION: Attach request if using district transportation.**

School buses and/or 7 or 8 person vans:    x   

   Public Transportation    Contracted Transportation:    (Name of Service; attach contract)

Place of lodging: Holiday Inn Dates: 3/26 through 3/29

**COSTS:** (Estimate per student)

Transportation \$   

Expenses to be paid by the district \$ 0

Meals: \$400

Expenses to be paid by special funds \$   

Substitute Teachers \$   

Lodging: \$200 per student

Explain special funding and/or procedures for handling instances of economic

Other (fees, ins) \$   

need: 0

\$6000 for registration was paid by school and included basic parts for Robots

Currently 5 students have paid for the hotel through fundraising since Nov, all others will pay via check or additional fundraising.

Robotics has funds to cover if needed Students will pay for their own meals except breakfast which will be provided by Holiday Inn.

**The following documentation must be attached:**

- Emergency procedures
- Tentative itinerary
- Signed memo of contract/insurance approval from Business Manager

**APPROVAL:** Final approval requires the following signatures.

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_

**Distribution:** *Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy 03/22*