



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 expending the appropriate funds.

School: _____ Rockford High School _____

Group/Class: _____ Rockford Robotics _____

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

of students: 16 # of school personnel: 1 # of chaperones: 6

Destination: _____ DECCA _____ Address: 350 Harbor Drive, Duluth, MN 55802

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

Departure Date: Feb 26th Departure Time: 2:45pm Return Date: Mar 1st Return Time: 6:00 pm

Days absent: When school is in session: 2 Non-school days/vacation time: 2

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 N/A: _____

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

Place of lodging: _____ Holiday Inn _____ Dates: 2/26 through 3/1

COSTS: (Estimate per student):\$300

Transportation	\$ _____	Expenses to be paid by the district	\$ _____
Meals	\$ <u>400</u>	Expenses to be paid by special funds	\$ _____
Substitute Teachers	\$ _____		
Lodging	\$ <u>200</u> per student	Explain special funding and/or procedures for handling instances of	
Other (fees, ins)	\$ _____	economic need: _____	
Total	\$ <u>300</u> per student		

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

5 students paid for the hotel through fundraising through Nov, all others will pay via check. Robotics has funds to cover if needed Students will

pay for their own meals except breakfast which is provided by the hotel daily.

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*