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:

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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 Not Approved	Name:
SUPPLEMENTAL TRIP ACTION Principal:		Approved Not Approved	Name:
Instructional/Sup EXTENDED TRIP ACTION Principal:	pleme	ntal Trips need not b Recommended Not recommended	Name: Date: 120)
Assistant Superintendent:		Recommended Not recommended	Name: 2844 1644 Date: 11/10/17
School Board:	Q	Approved Not Approved	Name: Date:
All extended trip proposals			tant Superintendent's Office to be placed on the sting agenda for approval.

FIELD TRIP REQUEST FORM

Date of Submission: October 10, 2017	
Type of Trip: Instructional Supplementary	x Extended
Organization/Grade/Course Planning Trip	HOSA 12th Grade 2017-18 Leadership training
Contact Person (Responsible for Checklist Completion):	Kimberly S. Olson
3. Field Trip Date(s):	Nov. 10-11th, 2017
4. Field Trip Overview (Include events, establishments and locations):	Mn HOSA State Officer Training (HOSA) now called Future Health Care Workers
Field Trip Departure from School (Date and Time): Return to School (Date and Time):	0900 am Nov. 10th and return on the 11th 500pm
6. Objectives of field trip:	Student training and I will be presenting
7. Relationship to Curriculum or Student Learning:	State officer willi gain experience in leadership, teamwork, Program of Study and Career Pathways, partnership for CTE, implementation of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills and reinforcement of skills taught and application of skills.
8. Planned Follow-Up Field Trip Activities:	MRC, Spring Leadership, National Conferences for HOSA
9. Field Trip Budget Request	

Estimated Expenses	
Total Admission/Fees(1 student and 1 Instructors)	MN State Hosa pay
Total Meals (tLunch \$7.00 per person)	\$7.00
Total Lodging (Payed by MN HOSA State for instructor and one room for student)	MN State Hosa pay
Total Transportation	\$
School District Vehicle(s)	\$39.00 rental
Commercial Transportation Carrier ~ Name:	\$25.00 plus gas fill
Private Vehicle (requires certificate of insurance) ~ Name: Enterprise	
Total Additional Stipends:	\$0
Other: Sub pay for 1 days	\$144.00
Total	\$225.00

Revenues				
District Budget	Code:01-380-005-428-000	\$193.00	***************************************	
Booster Group		\$		
Donations		\$	1100000	
Student Fees half of car and gas		\$32.0 0		
Total Additional Stipends:		.\$		
Total		\$225.00		

No

Yes

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

0	Develop and Communicate Student Discipline Expectations					
ZV.	V Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians					
10	Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e.					
_	allergies, medications, special needs.)					
JZ						
P	Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).					
ا دستا	Guide: May choose to leave message on school voice mail to help with late drop off.					
100	Plan Meal Arrangements (if necessary)					
i Agend	Reminder: Notify food service of non-participation.					
72	Plan Administration of Student Medication and First Aid Needs (if necessary)					
P	Guide: Contact School Nurse.					
	Develop and Communicate Action Plan if Student Gets Lost on Trip on Trip					
Y.	Arrange Adult Chaperones for Field Trip (if necessary)					
	Guide:					
Z	One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or					
Av.	appropriate.					
Z	Develop and Communicate Teacher and Adult Chaperone Expectations					
1	Example: Supervision duties, no smoking, no alcohol					
D	Planned Itinerary					
T	IME LOCATION					
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1						
. A						
X	Maintain Student Roster and Check-in/Check-out Procedure					
ZD	Arrangement for Safety Needs (i.e. crossing guards)					
ç	lignature of Contact Person:					
	FIELD TRIP REQUEST CHECKLIST – Extended Trip Only					
	DIRECTIONS: Please complete checklist and attach all appropriate materials.					
10						
X	Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians Note: Attach tentative planned itinerary					
مسا						
	Arrange Funding of Expenses During Trip					
	Arrange Meal Plans					
(Q)	Arrange Meal Plans Arrange Lodging Plans and Room Assignments					
T	Collect Family Emergency Information for Students					
<u>_</u> _	Example: Home phone numbers, emergency contacts, medical information					
T	Additional Information					
· Carrent	Note: Provide any additional information.					
	Maria Alana					
ionat	ure of Contact Person: Developed USCA					

MN HOSA State Officer Training 2017

November 10" & 11"

Marriott Northwest
7025 Northland Drive North
Brooklyn Park, MN



Tentative Agenda

Check In- Meet in Lobby

Friday, November 10th

1:00 pm- 4:00 pm 5:30 pm- 6:00 pm 6:00 pm - 7:00 pm 7:15 pm - 9:00 pm

9:00 pm - 10:00 pm 10:30 pm - 11:00 pm Finding out about

Saturday, November 11th

8:00 am - 9:00 am 9:00 am - 9:30 am 9:30 am - 10:30 am

Breakfast State Officer's Pictures

each other.

What is MN HOSA Going to Look Like this year?

Dinner Meeting- Year's events to work on.

Ellen Schneider -- HOSA Board Past Chair Making the Year Successful- MAKE YOUR BED! Candy

Membership/ New Chapter Help

 Post - Secondary/ Collegiate HOSA - How can Secondary/ Post-Secondary Partner?

Advisor's Meeting with Candy- Plans for HOSA's 40th Anniversary

It is not what HOSA Can do for YOU, It is WHAT Can YOU Do for HOSA?

HOSA Officer Bonding-Writing Thank You notes for Fall Conference,

 Building Middle School HOSA and How do we make sure they keep moving on!

Spring Conference- 40* Year for MN HOSA Making plans- What do we want to see:

Alumni

Past Board Members

Past Advisors

Past State Directors

Skits/ Music?

State Officer's Training Orientation – "What Do You Know About HOSA?" (Resources, Websites, Flash Drives)

HOSA Competitive Events- Know them to Help others Succeed. Can you

Questions?

answer "Those"

11:30 am - 11:50 am

10:45 am - 11:20 am

12:00 pm - 1:00 pm

HOSA Flash Drives- "What you have at your fingertips?"
What is Next? HOSA Events and Opportunities

Lunch and Departure - Discussion on "What is Next?

Bring-Community Service Resources, Creative Minds, and Humor!

HOSA Officer Upcoming Opportunities:

November 30th –December 2nd – MN HOSA MRC Camp

January 3rd – Metro Mid- Winter Events Day Century College White Bear Lake

January 5th – Southeast MN Mid-Winter Events Day, Rochester Community College

March 19th & 20th MNFSO – Day at the Capitol St. Paul

March 4th – State Officer Conference Planning Meeting

March 20th -22rd – MN HOSA State Leadership Conference (40th Anniversary)

June 27th - 30th – International HOSA Leadership Conference Dallas, Texas

July ? – Chaska Safety Camp Chaska, MN

September TBD- WLA (Washington Leadership Conference) Washington DC