

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 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: _____

Date: _____

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: _____

Date: _____

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: EAST HS Symphony & Wind Ensemble
2. Contact Person (Responsible for Checklist Completion): Blake Peterson or Elaine Bradley
3. Field Trip Date(s): 4/3-8/2014 Destination: NYC, NY
4. Field Trip Overview (Include events, establishments and locations):
(itinerary attached)

5. Field Trip Departure from School (Date and Time): Th, April 3, 9AM
Field Trip Return to School (Date and Time): Tue, April 8, 1PM
6. Objectives of Field Trip: Perform in various venues in New York & New Jersey, community building, cultural expansion beyond hometown.
7. Relationship to Curriculum or Student Learning: Experience higher level of musicianship thru Performance, Attending Broadway Musical Productions, Radio City Music Hall
8. Planned Follow-up Field Trip Activities: Group Reflection & Evaluation
9. Field Trip Budget Request NONE Requested.

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$

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
(see attached)	-

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

Signature of Contact Person: EK Bradley, [Signature]

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: EK Bradley, [Signature]

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.)

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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: Xana K
 Not Recommended Date: 3/27/14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 3/31/14

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

1. Organization/Grade/Course Planning Trip: Duluth FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Madole - FFA Advisor
3. Field Trip Date(s): April 27-29, Destination: Twin Cities - State FFA Convention
4. Field Trip Overview (Include events, establishments and locations): Students qualifying to compete @ state level attend the state FFA convention. Most events take place on the U of M St. Paul Campus. Awards and General Sessions on Mpls Campus. We are staying at the Hampton Inn Shoreview
5. Field Trip Departure from School (Date and Time): Sun. April 27th 12:00 noon
Field Trip Return to School (Date and Time): Tues. April 29th 6:00 p.m.
6. Objectives of Field Trip: Student participate at state level. Also they attend leadership workshops and campus tour opportunities. Experience a bigger picture of Agriculture Career Cluster. Students use what they've learned in class and in the FFA organization in a competitive setting.
7. Relationship to Curriculum or Student Learning: they've learned in class and in the FFA organization in a competitive setting.
8. Planned Follow-up Field Trip Activities: Share w/ other members + classes what students have gained/learned. Spring banquet/picnic recognizes the award winners
9. Field Trip Budget Request

Estimated Expenses		
A	Total Admission/Fees <u>Science Museum entry fee/como</u>	\$ 150.00 ^{A: 800.00 B:}
B	Total Meals <u>anticipate 16 students + 1 advisor = 4 ea (breakfast included)</u>	\$ 70.00 85.00
C	Total Lodging <u>7 rooms. 1-advisor 1-bus driver? 5 student rooms</u>	\$ 1236.00 1400.00 ^C
D	Total Transportation <input type="checkbox"/> School District Vehicle(s) <u>1 small bus w/ driver</u> <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>(Voyageur) - estimate re: Alice Polson</u> <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$ 1000.00 ^D
E	Total Additional Stipends: <u>Convention Fees (Registration)</u>	395.00 ^E
F	Other: <u>Substitute cost - (2) 1/2 days (instructor is</u>	\$ 200.00 ^F
	Total	\$ 3988.00

Revenues		
District Budget	Code:	\$
Booster Group	<u>Student Club acct</u>	\$ 2825.00
Donations	<u>Perkins (instructor)</u>	\$ 560.00
Student Fees		\$ 800.00
Total Additional Stipends:		\$
Total		\$ 4185.00

STUDENT	STAFF
Bus - 1130.00	70.00 (Bus + Bus driver lodging)
ADVISOR 1200.00	200.00
MEALS 780.00	\$ 50.00
REGISTRATION 370.00	25.00
ACTIVITIES 175.00	15.00
SUB TOTAL 3625.00	200.00
	\$ 560.00

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

Estimate Total - 4185.00

FIELD TRIP REQUEST CHECKLIST - All Field Trips

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- 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

Itinerary attached

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

Signature of Contact Person:

Jennifer J Madole

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:

Jennifer J Madole

DISTRICT 709 FIELD TRIP REQUESTS

S. Peller
FOCLA - HERO State.
4/27 - 4/29/14

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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: Jim Audo
 Not Recommended Date: 3-12-14

Assistant Superintendent: Recommended Name: E. Crawford
 Not Recommended Date: 3/31/14

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

1. Organization/Grade/Course Planning Trip: FCCLA-HERO

2. Contact Person (Responsible for Checklist Completion): Shonda Feller

3. Field Trip Date(s): 4/27/14 - 4/29/14 Destination: Brooklyn Park, MN

4. Field Trip Overview (Include events, establishments and locations):
State leadership Conference - state competitions / national qualifying events
Industry tours / Awards / Recognition of chapters

5. Field Trip Departure from School (Date and Time): 4/27/14 2:00 PM.

Field Trip Return to School (Date and Time): 4/29/14 8:00 PM.

6. Objectives of Field Trip: state competitions / national qualifying events / Leadership sessions / Chapter recognition

7. Relationship to Curriculum or Student Learning: Embedde within curriculum, showcase learning, networking and competition related to content.

8. Planned Follow-up Field Trip Activities: advancement to nationals.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	9 students * 2 advisor / Chaperons @ 115 ⁰⁰ ea	\$ 1265
Total Meals	included for students 2 per adven (4 total)	\$ 52
Total Lodging	3 per room students (4 rooms total) @ 110 ⁰⁰ ea night	\$ 880
Total Transportation		\$ 504
<input checked="" type="checkbox"/> School District Vehicle(s)	van 108 ⁰⁰ per day x 3 days.	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:	_____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	_____	
Total Additional Stipends:		\$ —
Other:	Subst lunch 2 days staff	\$ 200
Total		\$ 2901.00

Revenues		
District Budget	Code: Perkins	\$ 966
Booster Group		\$
Donations		\$
Student Fees	Reg / Hotel / gas (from)	\$ 1935.00
Total Additional Stipends:		\$
Total		\$ 2901.00

11. Reviewed/Completed Request Checklist: Yes No

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- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary *TBD*

See attached documents.

TIME

Sun 4/27/14

LOCATION

Freeway Blvd Hotel Brooklyn Park, MN

- 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

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