

Timing

Contemplated Departure. Date: 12/9/22 Time: 11:30 AM
Expected Return. Date: 12/10/22 Time: 9:30 PM
Number of School Days Missed: The second half of the day on Friday.

Supervision

All non-students accompanying the trip must have background checks completed prior to the trip. Forms are available at the district office or on the district's website. Background check forms should be turned in 10+ days prior to the trip, so please plan ahead.

Names of Organizer(s) who are responsible for the Trip:

Names of Organizer(s)	Work Phone	Work E-Mail
Tony Casci (Head Coach)	651-245-1284	afcasci@rwps.org
Bill Redman (Assistant Coach)	651-301-9258	wcredman@rwps.org
Jack Strusz (Assistant Coach)	651-301-0499	jwstru93@gmail.com

How Many Teachers will be Chaperones? ² _____

How Many Other Adults will be Chaperoning? ¹ _____

Transportation

You may not use personal vehicles at any time on the trip. All drivers must have completed a Type III vehicle check through the District Office. This process can take 10+ days, so please plan ahead.

Mode of Transportation	How Many Will Be Used?
District-Owned Vans	
First Student Vans	
First Student Buses	
Other Contracted Vans	
Other Contracted Buses	1
Airplane	
Other (Describe)	

Round-Trip Miles of Driving To/From Destination: 494 Miles

Lodging

All student groups are required to stay in a hotel unless there is a bonafide non-monetary reason for not staying in a hotel (for example, the trip features a canoe trip sponsored by the Environmental Learning Center). Personal cabins are not allowed. Chaperones may not stay in the same room as a student unless the chaperone is the parent of the student.

Name of Hotel	City and State	Dates of Stay
Fairfield Inn and Suites Duluth	Duluth, MN	12/9/2022 - 12/10/2022

Financial Information

If the trip is related to a student activity fund, what is the current fund balance? Team Fundraising Account



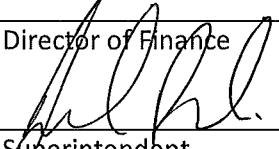
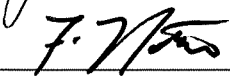
Check with the Director of Finance, Operations, and Human Resources to verify estimated transportation costs. Use \$125/teacher/day for substitute costs.

Estimated Costs	Cost	District Pays?	Student Activity Fund Pays?	Students and Parents Pay?	Chaperones Pay?	Others Pay?
Transportation	\$2,850.00		\$2,850.00			
Student Lodging	\$2,831.00		\$2,831.00			
Chaperone Lodging	\$596.00		\$596.00			
Student Meals	\$1,200.00		\$600.00	\$600.00		
Chaperone Meals	\$120.00		\$120.00			
Registration						
Substitute Teachers						
Other						
TOTAL	\$6,517		\$5,917.00	\$600.00		

Comments about Financial Information:

This will be paid out of the Red Wing High School Boys Hockey fundraising account.

Review and Approval

Position Signature	Date	Approved	Approved with Stipulations	Denied	Need More Information
Activities Director 	11/4/22	X			
Principal 	11/5/22	X			
Director of Finance 	11/9/22	X			
Superintendent 	11/8/22	X			
School Board Clerk					

Stipulations or Information Needed:
