

DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
 Submit to Principal/Administrator and Superintendent's Office no less than two months
 prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: Mary Beth Townsend /Two Rivers

Date of Trip/Destination/Who trip is for: 3/21-3/23, 2025 Key Club Convention

Did you complete **FORM 1** for this trip and receive the required approval? Yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	3/21-3/23, 2025
2. Trip destination	Moorhead, MN
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. <i>Link to roster template: TOUR ROSTER</i>	Not yet set
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Depart: noon on 3/12 Arrive @ Marriott Fargo 1080 28th Avenue Moorhead, MN 56560 Depart Noon from Moorhead 3/23. Arrive @ Two Rivers 4pm 3/23
5. Final number of student travelers	Not yet set, but expecting 10
6. Final number of adult travelers who are paying their own way/fare.	zero
7. Final number of adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]	3
8. Final number of district employees (also include in #6 and #7 counts)	2
9. Ratio of adults to students	Not yet set, but probably 3 adults to 10 students
10. FINAL TOTAL of Number of Travelers (Adults and Students)	
11. Have parents received detailed information about the cancellation policies and fees?	Parents will be contacted after March 3rd
12. Is travel insurance through the tour company required OR optional for your travelers?	No

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13. Has the district completed background checks for all adults?	Yes
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	Travel is private. Hotel stay includes students from tri state area.
15. How will you communicate with travelers while on tour?	Usually in person. If needed, via text
16. How will you communicate with families back home/not on tour?	Initial email confirmation home, in an emergency as a phone call
17. What is your plan for those requiring medication?	Students are generally responsible for taking own meds. In an emergency, there is a PA in attendance.

Meg B. [Signature]

2/24/25

Staff Member's/Group Leader's Signature

Date

Required Approvals:

[Signature]

2-24-2025

Principal Signature

Date

[Signature]

Superintendent/Designee Signature

** pending complete roster*

2/25/25

Date

School Board Approval

Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.

DRAFT-DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST

FORM 1- Site and district approval is required before students/families are notified of the trip and before any funds are collected for the potential trip.

Part 1 - Approval to Plan & Recruit for an Extended Trip- COMPLETE IN FULL

Date of this request: 12/19/24 Your name and school: Mary Beth Townsend/ TR HS

Your Email: mary.townsend@isd197.org Your Phone Number: 651-247-8464

Date Principal was notified of this trip: 12/19/24

Dates of Trip: 3/21/25-3/23/25 Date/Time Leaving: 9 am on 3/21 Date/Time Returning: 4pm 3/23

Destination(s): Key Club District Leadership Conference/Moorhead, MN

Who is this trip for (subject and grade levels)? Key Club members grades 9-12

Estimated number of students that will participate: 10-15

Estimated number of chaperones that will participate (all chaperons must undergo a background check): 3

*Chaperone names: Mary Beth Townsend, Kathy Glusick, Jim Probst

What is your chaperone ratio: One Adult Chaperone for every 4 students (minimum of 2 regardless of the number of students and at least 1 for every 10 students). *Chaperones are defined as adults (minimum age of 21) who accompany and oversee groups of students. At least half (and no less than 2) of the chaperones must be current School District 197 employees. (Exceptions can be made to this requirement by the Superintendent. Provide rationale.)

Form of Transportation: District Van *Checking on Van Availability PS* Transportation Costs: \$ Gas and per mileage fee
(For liability purposes, all transportation must be provided by district transportation, contracted services, or public transportation. Private transportation is NOT allowed. Vehicle rentals are considered a contracted service. Allowable vehicles are specified and drivers must have a Type III license. Call the ISD 197 Transportation Department at 651-403-8320 for details.)

Lodging Name/Location: Courtyard by Marriott, Moorhead, MN Lodging Costs: \$ inc. in price below
(For liability purposes, all lodging must be public accommodations - hotel, public dormitory, etc. Exceptions may be requested and submitted to the Superintendent for consideration and possible approval.)

Cost per adult/chaperone: \$ \$400 Costs covered by: Robert St. Business
Cost per student: \$ \$350 Costs covered by: Students

Sub costs, if any, paid by: Activity Account TOTAL COST: \$

Please list all current School District 197 employees who will accompany this trip:

Mary Beth Townsend/Kathy Glusick

Provide a general description of the trip and include 1) the educational purpose/goal of this trip and 2) a summary of the agenda/itinerary (feel free to note and attach additional documentation):

From arrival at hotel to departure, students engage in leadership activities
including electing officers, receiving officer training, and doing service projects.

There are also awards, entertainment, and a dance.

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If applicable, Tour Company Name: None
 If applicable, Tour Company Customer Service Phone #: _____
 If applicable, Tour Company Emergency Phone #: _____

Trip Leader experience with educational travel as an adult (attach additional sheet if more space is needed):

Year	Destination(s)	# of Student Travelers	Age Range of Travelers	Your Role (coordinator, adult/chaperone, parent)
2023	Key Club DCON St. Louis Park	10	16-65	Chaperone
2023	Anaheim, CA Key Club Trip	20	15-85	Tour Leader
2024	Key Club Fall Rally	8	15-66	Leader/chaperone

As the trip leader, I assure that...

[Please check the boxes that apply below, review the linked document, and sign the form before submission]

- I have not/will not communicate this potential trip until preliminary approval of this form has been attained from both the principal and superintendent.
- I will follow the room assignment procedures outlined in the Overnight Field Trip and Gender Inclusion Procedures document.
- When the trip is communicated to families, communication will include:
 - that the trip has received preliminary approval, but will not receive final approval until closer to the date of the trip
 - that the trip may be canceled for a variety of reasons (insufficient chaperones, pandemic, destination issues)
 - that students will complete a room assignment preference form
 - the financial details describing:
 - Any fees that will not be refunded by the company or district if the trip is canceled
 - Options for travel insurance (including potential areas the insurance WON'T cover (cancellation, etc.))
 - All the options for meeting the financial commitments of the trip (family pays, fundraising opportunities, etc.)

MJB [Signature]
 Trip/Group Leader's Signature

12/18/24
 Date

Part 2 - Approvals:

[Signature] AD
 Principal Signature

12/19/24
 Date

[Signature]
 Superintendent/Designee Signature

1/7/25
 Date

Once this form has been signed by your site administrator, submit it to the Superintendent for review and possible approval. Once approved, a signed copy will be returned to you. Then the trip leader may proceed with FORM 2 of this process.