



Albert Lea Area Schools
Extended Field Trip Form

- Schedule a meeting with the building principal/activities director about the requested trip.
- Complete the Extended Field Trip Form and Review Policy 610.
- If approved by the building principal/activities director, schedule a meeting with the Superintendent and building principal/activities director to review the requested trip.

1. Name of sponsoring person:

Alissa Sauer

2. Name of school activity or class:

New York City- Visual Arts (Through EF
tours)

3. Proposed dates of trip:

≈ March 15-18 2027 (Spring Break, 4 days)

4. Brief description of proposed trip:

Students will be immersed in the creative hub of New York City. In addition to seeing the city's most popular sites & cultural destinations, students will step inside Sotto's

5. Educational objectives of the proposed trip: famed galleries & art collections.
- to create new experiences that build cross-cultural knowledge & skills.
- to broaden students' worldview to promote curiosity & lifelong learning
- to enhance what I teach (Art) with relevant experiences outside the

proposal Pg. 5 → 6. How will the money be raised to finance the trip? Include proposed fundraising projects and the amount to be raised.

Individual fundraising pages (through EF Tours) also EF Explore America Scholarship.
Have you inquired about travel insurance with Kaley Grisim in the Business Office?

No, but EF tours automatically provides (General) liability coverage to all participants.

↑ Primary & non-contributory

proposal Pg. 9 → 8. Itemize the full cost to students:

\$2,420

proposal Pg. 10 → 9. List travel and lodging arrangements:

Unknown until after approval, yet examples in proposal.

attacted 10. List itinerary (include dates):

≈ March 15 = day #1 on itinerary

proposal Pg. 6 → 11. List chaperones and any special security provisions (chaperones must have district background check in place prior to field trip):

No chaperones other than myself (team lead)
finalized until after an interest meeting.



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12. Project the number of students who will not be able to go on the trip due to time and/or cost:

Unknown, until after interest meeting.

13. Have alternative opportunities in the metro and surrounding area been explored?

I have taken students to the MIA for Southwest exploratory days in the past. Too expensive to fund now.

14. Do the dates of the proposed trip conflict with any school time or community activities? NO - Spring Break

15. What arrangements will be made with parents in case of emergency-health, family, discipline, etc.?

Participant info (addresses, phone, emergency / health info) will be gathered & distributed (Superintendent / Principal) prior to departure as per district policy.

As sponsor of the extended field trip I will ensure all school district policies, rules, and regulations are followed. I will ensure all chaperones have current background checks and follow all school district policies, rules, and regulations. I will alert the administration if there is any disciplinary or emergency situation.

Allissa Sauer
Signature of Sponsor

1/29/26
Date

Recommendation

Approved or Not Approved
Building Principal or Activities Administrator

1/30/26
Date


Signature

Approved or Not Approved
Superintendent

Date

Signature

Approved or Not Approved
School Board Chair

Date

Signature



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Reviewed February 10, 2025