### **Red Wing Public Schools**

### Student Overnight Field Trip Request

### Revised July, 2012

This form must be completed for any proposed student overnight field trip request. To ensure that school district officials and the school board can review the request in a timely manner, please submit the completed form to the Activities Director or building principal at least 45 calendar days prior to the planned trip. Do NOT make any financial commitments until the request has been approved by the school board.

# **Basic Information** Date of Application: Red Wing Baseball **RWHS** Building: 2 Day Trip to Rocori/ St. Cloud Event: Number of Students: Grade Levels: Justification of Trip (include goals and objectives of the trip. Attach detailed itinerary and description): Stay over night to eliminate the bus trip home after playing Rocori on Friday night. We play at the same site on Saturday at 11 AM, Playing in Cold Springs, MN- staying overnight in St. Cloud, MN Destination (include city and state): Trip Previously Taken? \_\_ A similar trip was taken in 2017.

<u>Timing</u>				
Contemplated Departure.	Date:	5/5	Time:	12:00 pm
Expected Return.	Date:	5/6		3:00 pm
Number of School Days Misse	d:			
<u>Supervision</u>				
All non-students accompany Forms are available at the dis turned in 10+ days prior to the	trict offi	e or on the district's website		
Names of Organizer(s) who ar	e respor	sible for the Trip:		
Names of Organizer(s)		Work Ph	one	Work E-Mail
Kyle Blahnik		651-380-079	90	kablahnik@rwps.org
How Many Teachers will be Cl	haperon	s? <u> </u>		
How Many Other Adults will b	e Chape	oning?		

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### **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)	
Dound Trip Miles of Driving To	272 total miles

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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
Holiday Inn St. Cloud	St. Cloud, MN	5/5-5/6

## Financial Information

	6071.91
If the trip is related to a student activity fund, what is the current fund balance?	

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			1500			
Student Lodging	115.31			115.31		
Chaperone Lodging					115.31	
Student Meals	20			20		
Chaperone Meals	20				20	
Registration						
Substitute Teachers	62.5	62.5	0	0	0	0
Other						
TOTAL	217.81	62.5	1500	135.31	135.31	

Comments about Finan	cial Information:				
Student- Athletes will be able	to earn room payme	nt through our fund	raiser.	1	
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### Review and Approval

Position Signature	Date	Approved	Approved with Stipulations	Denied	Need More Information
Activities Director	7/20/23	×			
Principal Suggi Man	2/20/23	7			
Director of Finance	9/01/23	X			
Syperintendent Thu	0/21/33	X			
School Board Clerk	,				

Stipulations or informatio	n Needed:			
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