

10/21/18
March 27th-30th, 2019

[Type text]

State Leadership Conference

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 review 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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: *D. K. [Signature]*
 Not Recommended Date: 10/22/18

Assistant Superintendent: Recommended Name: *[Signature]*
 Not Recommended Date: 11/2/18

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: October 10, 2017		
Type of Trip:	Instructional Supplementary	x Extended
1. Organization/Grade/Course Planning Trip	HOSA 11th and 12th Grade 2018 Spring Leadership and State Conference	
2. Contact Person (Responsible for Checklist Completion):	Kimberly S. Olson	
3. Field Trip Date(s):	March 27 - 30 , 2019	
4. Field Trip Overview (Include events, establishments and locations):	Students will be competing at the State Health Occupations Students of America (HOSA) now called Future Health Care Workers Spring Leadership Conference.	
5. Field Trip Departure from School (Date and Time): Return to School (Date and Time):	March 27 @ 7:00 am Marth 30 @ 7:00 pm	
6. Objectives of field trip:	Students will be competing at STATE HOSA	
7. Relationship to Curriculum or Student Learning:	Students will gain experience in leadership, teamwork, Program of Study and Career Pathways, partnership for CTE, implementation of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills and reinforcement of skills taught and application of skills.	
8. Planned Follow-Up Field Trip Activities:	National Conferences for HOSA	
9. Field Trip Budget Request		

Estimated Expenses	
Total Admission/Fees (Approximately 16 students and 1 Instructors)	\$1700
Total Meals (About 75.00 per person)	\$1275
Total Lodging (\$136 per instructor, 4 students per room - 4 rooms)	\$2040
Total Transportation School District Vehicle(s) Commercial Transportation Carrier ~ Name: Voyageur Private Vehicle (requires certificate of insurance) ~ Name:	\$1000
Total Additional Stipends:	\$0
Other: Sub pay for 3 days	\$432
Total	\$6447

Revenues		
District Budget	Code:01-380-005-428-000	\$1075
Booster Group		\$
Donations		\$
Student Fees		\$5372
Total Additional Stipends:		\$
Total		\$6447

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.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- x Planned Itinerary

TIME

LOCATION

	Awaiting itinerary form the state department

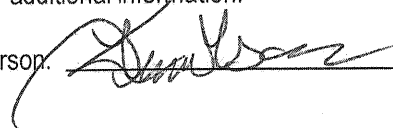
- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x 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: 

2018-2019
MN HOSA STATE OFFICER DATES

✓ November	9 th & 10 th	State Officer Training- MANDATORY	Marriott Northwest
✓ November December January	29 th , 30 th , & 1 st 10 th	MRC Camp- Camp Ripley Metro Mid- Winter Competitive Events Day	Little Falls, MN Northeast Metro 916/ Century College- White Bear Lake, MN
January	4 th	Southeast MN Mid-Winter Competitive Events Day	Rochester Community College- Rochester, MN
February	TBD	Mid- Winter HOSA Activity (Possible MRC Training?)	Duluth, MN
✓ February	17 th & 18 th	State Officer Conference Planning Meeting	Best Western Kelly Inn
February	4 th & 5 th	HOSA / State Officer Day at the Capitol	St. Paul, MN
March	28 th – 30 th	MN HOSA State Leadership Conference- MANDATORY	St. Cloud Best Western and Convention Center
June	19 th – 22 nd	International HOSA Leadership Conference	Orlando, FLA
September	14 th – 17 th Tentative dates	Washington Leadership Academy	Arlington, VA

1 day early due to State Officer