

## 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 reviewal 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 and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States 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  
☐ Not Approved

Name:

Date:

*Edith Washington*  
*3/13/2023*

### SUPPLEMENTAL TRIP ACTION

Principal:

- ☐ Approved  
☐ Not Approved

Name:

Date:

**Instructional/Supplemental Trips need not be sent to District office.**

### EXTENDED TRIP ACTION

Principal:

- ☐ Recommended  
☐ Not Recommended

Name:

Date:

Assistant Superintendent:

- ☒ Recommended  
☐ Not Recommended

Name:

Date:

*Anthony Boni*

School Board:

- ☐ Approved  
☐ Not Approved

Name:

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: 3/10/2023

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: American Indian Ed.

2. Contact Person (Responsible for Checklist Completion): AMANDA HORTON

3. Field Trip Date(s): 04/14 - 04/15 2023 Destination: Hennepin Healthcare Clinic & Specialty Center 715 S. 8th St. Minneapolis, MN 55404

4. Field Trip Overview (Include events, establishments and locations): American Indian youth with Stethoscopes. 04/14

5. Field Trip Departure from School (Date and Time): Superior - 9:00am Denfeld - 9:30am

Field Trip Return to School (Date and Time): 04/15 Denfeld - 6:36pm, Superior - 7:00pm

6. Objectives of Field Trip: American Indian youth ages 12-18 will participate in a full day of hands on activities related to the

7. Relationship to Curriculum or Student Learning: medical field & dentistry.

This trip fits into College & Career readiness as it relates to the American Indian College Fund Grant

8. Planned Follow-up Field Trip Activities: program.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 0
Total Meals	\$ 800
Total Lodging	\$ 4000
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Minnesota Motorcoach	\$ 1500
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other: SNACKS	\$ 200
<b>Total</b>	\$

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
<b>Total</b>		\$

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11. Reviewed/Completed Request Checklist: ☐ Yes ☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL