

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 Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: DARREN SHELDON
 Not Recommended Date: 9/4/19

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 9/5/19

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:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Grade 5

2. Contact Person (Responsible for Checklist Completion): Heather Kemp

3. Field Trip Date(s): Feb 3-6, 2020 Destination: Wolf Ridge ELC

4. Field Trip Overview (Include events, establishments and locations): Wolf Ridge, Finland MN

This is a trip to an environmental learning center where the students take science classes that align to the state standards

5. Field Trip Departure from School (Date and Time): 2/3/20 9 am

Field Trip Return to School (Date and Time): 2/6/20 1:45 pm

6. Objectives of Field Trip: see above

7. Relationship to Curriculum or Student Learning: it fits in with 5th grade science standards

8. Planned Follow-up Field Trip Activities: journals, writing

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 8580
Total Meals	\$ included
Total Lodging	\$ included
Total Transportation	\$ 600
<input checked="" type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other: <u>snacks, printing of journal/materials</u>	\$ 300
Total	\$ 9480

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees / Fundraising		\$ 9480
Total Additional Stipends:		\$
Total		\$ 9480

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL