# 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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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 ACTI	ON					
Principal:	Approved	Name:				
	☐ Not Approved	Date:				
Instructional/Supplemental Trips need not be sent to District office.						
EXTENDED TRIP ACTION		$\Lambda$				
Principal:	Recommended	Name: Alanttischi)				
	□ Not Recommended	Date: 3/9/23				
Assistant Superintendent:	Recommended	Anthon Russ				
Assistant Superintendent.		Name: M/Mmy/M/				
	□ Not Recommended	Date:				
School Board:	Ammunud	N.				
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:					
Туре	of Trip: Instructional I Supplementary I Extended					
1.	Organization/Grade/Course Planning Trip:					
2.	Contact Person (Responsible for Checklist Completion): Jonathan Grimsby - Duluth East Band D	Director				
3.	Field Trip Date(s): April 21-23, 2023 Destination: Eau Claire, WI Jazz Festival					
4.	Field Trip Overview (Include events, establishments and locations): Performances/Competition at UW, Eau Clarated by motor coach.					
5.	Field Trip Departure from School (Date and Time): 4:30 pm, April 21. 2023  Field Trip Return to School (Date and Time): 2:00 am, April 23rd, 2023					
0	D (   Oli i i i Drofossionala )	represent th	e Duluth			
6.	community with style and panache.					
7.	Relationship to Curriculum or Student Learning: Directly aligns with our MN State standards	and curricul	ım maps -			
	Clinic workshops will reinforce benchmarks and goals - performances will enhance the a	pplication of	knowledge.			
<ol> <li>9.</li> </ol>	Planned Follow-up Field Trip Activities:  Field Trip Budget Request					
	Estimated Expenses	1.				
	Total Admission/Fees paid by ban	d\$accoun	t			
	Total Meals paid by jazz concert revenue	\$ \$771.10	م منام بام منا			
	Total Lodging  Total Transportation  ☐ School District Vehicle(s)  ☐ Commercial Transportation Carrier ~ Name:  ☐ Private Vehicle (requires certificate of insurance) ~ Name:	\$tax)	(including			
	Total Additional Stipends:	\$				
	Other:	\$				
	Total	\$ 155.40/	tudent			
	D					
	Revenues  District Budget   Code:   \$					
	Booster Group \$					
	Donations \$					
	Student Fees \$					
	Total Additional Stipends: \$					
	Total \$					
11.	Reviewed/Completed Request Checklist:					

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips
DIRECTIONS: Please complete checklist. No attachments are necessary.

	Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.) Gain Access to Cell Phone for Field Trip 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. Plan Meal Arrangements (if necessary) Reminder: Notify food service of non-participation. Plan Administration of Student Medication and First Aid Needs (if necessary) Guide: Contact School Nurse. Develop and Communicate Action Plan if Student Gets Lost on Trip 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.					
	Example: Supervision duties, no smoking, no alcohol					
X	Planned Itinerary					
S	SOO attached LOCATION					
J	See attached example - itinerary cannot be set until					
	ontest managers set the times.					
X	Maintain Student Roster and Check-in/Check-out Procedure Arrangement for Safety Needs (i.e. crossing guards)					
Sign	nature of Contact Person:					
X X X	FIELD TRIP REQUEST CHECKLIST – Extended Trip Only DIRECTIONS: Please complete checklist and attach all appropriate materials.  Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians Note: Attach tentative planned itinerary.  Arrange Funding of Expenses During Trip Arrange Meal Plans Arrange Lodging Plans and Room Assignments Collect Family Emergency Information for Students Example: Home phone numbers, emergency contacts, medical information Note: Provide any additional information.  Jonathan Grimsby  Jonathan Grimsby					
Signa	ature of Contact Person:					

## 2018 Eau Claire Jazz Festival Activities

Friday, April 20: 5:00PM - Load and leave for Eau Claire 8:00PM - Arrive in Eau Claire/sign in to Hotel for Dinner Staybridge Suites 1515 Bluestem Blvd Altoona, WI 54720 11:00PM - Lights out, big day tomorrow!!! Saturday, April 22: 7:00AM - Breakfast at hotel 8:30AM - Sign out of the Hotel and head to University of Wisconsin Eau Claire (don't leave anything behind, we're not coming back!) UW Eau Claire - Davies Center 77 Roosevelt Ave, Eau Claire, WI 54701 (Drop off & unload at main parking lot off of Roosevelt & Putnam) 9:00AM - Arrive at University of Wisconsin Eau Claire - Schedule of performances 10:30AM - Warm up (Schofield Hall: Veteran's Lounge) 11:00AM - Performance (Schofield Hall: Schofield Auditorium) 11:30AM - Sight reading (Schofield Hall: Old Library 2110) 12:00PM - Lunch near Oakwood Mall area 4800 Golf Road Eau Claire, WI 54701 12:45PM - Pick up at Oakwood Mall area 1:00PM - Listen to other groups perform 3:00PM - Bobby Sanabria Clinic (Haas Fine Arts Center: Gantner Hall) 3:45PM - Bobby Mintzer Clinic (Haas Fine Arts Center: Gantner Hall) 4:30PM - Award Ceremony (UW Eau Claire Davies Center: Ojibwe Ballroom) 5:30PM - Dinner near Oakwood Mall area 4800 Golf Road Eau Claire, WI 54701 7:30PM - Headliner Concert with Bobby Mintzer & Bobby Sanabria and UW Eau Claire Jazz One Eau Claire State Theatre 316 Eau Claire St Eau Claire, WI 54701 10:00PM - Head back to Duluth

1:00AM - Approximate arrival time at Duluth East High School