

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: Danette Schae
 Not Recommended Date: 3/9/23

Assistant Superintendent: Recommended Name: Anthony Bero
 Not Recommended Date: 3/9/23

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: _____
2. Contact Person (Responsible for Checklist Completion): Jonathan Grimsby - Duluth East Band 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 Claire
Travel 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
6. Objectives of Field Trip: Performance and Clinic sessions with Jazz Professionals - represent the Duluth community with style and panache.

7. Relationship to Curriculum or Student Learning: Directly aligns with our MN State standards and curriculum maps - Clinic workshops will reinforce benchmarks and goals - performances will enhance the application of knowledge.

8. Planned Follow-up Field Trip Activities: Continued instruction throughout the 2023 - 2024 academic year.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>paid by band</u>	\$ <u>account</u>
Total Meals	<u>paid by jazz concert revenue</u>	\$
Total Lodging		\$ <u>771.12</u> (including
Total Transportation		\$ <u>tax</u>)
<input type="checkbox"/> School District Vehicle(s)	<u>MN Coaches</u>	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
Total		\$ 155.40/student

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

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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

