

# Delano School District Extended Field Trip Request Form

1. Name of sponsoring person:  
Megan Vargo
2. Name of school activity or class:  
Varsity Softball
3. Proposed dates of trip:  
4/16/2025-4/21/2025
4. Brief description of proposed trip:  
Travel to Clearwater, FL for spring training (practices and scrimmages against different competition)
5. Educational objectives of the proposed trip:  
Team bonding, leadership building, will participate in local community activities/events, opportunity for students to develop and learn independence and organizational skills.
6. How will the money be raised to finance the trip? Include proposed fundraising projects and the amount to be raised.
  - Fundraising (Heggie's Pizza, Lynde Flowers, restaurant sponsored nights, clinics, fruit sales, donations, Vertical Raise, etc.)
  - Softball booster funds will be used
6. Itemize the full cost to students:  
Estimated cost per person will be around \$1,800
  - ~\$300 – roundtrip airfare
  - ~\$50 – field/administrative fees
  - ~\$1,000 – lodging
  - ~\$200 – rental cars/gas/tolls
  - ~\$250 – food
7. List travel and lodging arrangements:
  - Flights from MSP to Tampa Int'l 4/16
  - Return flight from Tampa Int'l to MSP 4/21
  - Lodging in Clearwater within 15 miles of sports complex all practices and scrimmages will be held at
  - Rental vans in FL for transportation to and from fields
8. List itinerary (include dates):
  - 4/16/2025 – Fly to FL (depart at 7:00am)
  - 4/16-4/20/2025 – practices/scrimmages, community involved event(s), team events
  - 4/21/2025 – Return to MN (return at 2:00pm)

9. List chaperones and any special security provisions:  
3-4 softball coaches

10. Project the number of students who will not be able to go on the trip due to time and/or cost:  
None, ample fundraising opportunities will be organized and available for each student to fundraise the full cost of the trip.

11. Have alternative opportunities in the metro and surrounding area been explored?  
Yes

12. Do the dates of the proposed trip conflict with any school time or community activities?  
Yes. Other dates were explored, but spring break in 2025 is before our season starts so we are unable to go over that time. Students would miss Wednesday, 4/16, and Thursday, 4/17. Students will be required to make arrangements with their teachers for the 2 days of missed school prior to leaving. School study sessions will also be administered both days while in Florida.

13. What arrangements will be made with parents in case of emergency-health, family, discipline, etc.?  
Will follow normal team and district policies/procedures.  
List of all parent/guardian contact information and list of student-athlete health concerns collected before the trip.  
Prepared emergency action plan.

**Recommendation**

**Date**

**Signature**

Approved

7/18/24

[Signature]  
(Building principal)

Approved

7-18-24

[Signature]  
(Superintendent)

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(School Board Chair)