

**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.

<b>INSTRUCTIONAL TRIP ACTION</b>		
Principal:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: <u>B Sherman</u> Date: <u>11/24/15</u>
<b>SUPPLEMENTAL TRIP ACTION</b>		
Principal:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: <u>B Sherman</u> Date: <u>11/24/15</u>
<b>Instructional/Supplemental Trips need not be sent to District office.</b>		
<b>EXTENDED TRIP ACTION</b>		
Principal:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Name: <u>B Sherman</u> Date: <u>11-24-15</u>
Assistant Superintendent:	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	Name: <u>A Starnock</u> Date: <u>1/17/16</u>
School Board:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name: _____ Date: _____
<b>All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.</b>		

## FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:         Instructional         Supplementary         Extended

1. Organization/Grade/Course Planning Trip: Piedmont 4<sup>th</sup> Grade Team
2. Contact Person (Responsible for Checklist Completion): John Bushey
3. Field Trip Date(s): March 21-23, 2016 Destination: Wolf Ridge Environmental Learning Center
4. Field Trip Overview (Include events, establishments and locations): Piedmont 4<sup>th</sup> graders will arrive for lunch at WR 3/21/13. They will have an afternoon and evening class. We sleep at Wolf Ridge in the dorms. 3 classes plus meals on Thursday. Sleep at WR. Fri : one class, head back after lunch arriving at school about 1:45
5. Field Trip Departure from School (Date and Time): 9:15am March 21<sup>th</sup>, 2016  
Field Trip Return to School (Date and Time): March 23<sup>th</sup>, 2016 approximately 1:45pm
6. Objectives of Field Trip: To provide an experiential learning opportunity to Piedmont 4<sup>th</sup> grade students which will help meet the MN state standards in Science and Physical Education, develop teamwork skills, and provide a chance for personal growth for the students.
7. Relationship to Curriculum or Student Learning: Wolf Ridge classes are aligned with the MN state standards. Classes like Ojibwe heritage, Birds, Owl Pellets, @ Animal signs cover many science standards.
8. Planned Follow-up Field Trip Activities: Students journal while at WR. We do writing activities following the trip. We also tie it into technology, doing power points or movie maker videos.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$14000
Total Meals	(meals included)	\$0 included
Total Lodging	(lodging included in admission)	\$0 included
Total Transportation		\$1000.
<input 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:	Snacks in evening	\$100
Other:		\$
<b>Total</b>		<b>\$15000</b>

Revenues		
District Budget	Code:	\$
Fundraising: calendar sales	Subway Card sales...	\$3500
Donations	anonymous donation, WR grant, NF grant, Irving grant	\$4500
Student Fees	Balance due after fundraising	\$4000
Total Additional Stipends:	chaperone fees	\$3000
<b>Total</b>		<b>\$11755</b>

10. Reviewed/Completed Request Checklist:  Yes  No

### FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- 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.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

**TIME**

9:15am

**LOCATION**

Leave school, arrive WR 11:00am, Lunch,

See attached form for detailed itinerary

1:45pm

Return to School from Wolf Ridge

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: \_\_\_\_\_

### 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 (**none**)
- Arrange Meal Plans (**all meals supplied by Wolf Ridge, two night-time snacks ordered by us**)
- Arrange Lodging Plans and Room Assignments (**Lodging East Dorm Wolf Ridge – specifics done in Feb.**)
- Collect Family Emergency Information for Students (**Green Sheets**)  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: \_\_\_\_\_

## Itinerary:

### **Monday, March 21, 2016**

Leave Piedmont School 9:15am March 21<sup>st</sup>, 2016.

Arrive Wolf Ridge ELC @11:00am March 23<sup>rd</sup>, 2016.

Orientation for group 11:20am

12:00pm lunch

1:15-4:15 First class

5:00 Dinner & ½ group goes to store

6:15-9:15 Evening Class & ½ group evening program

9:30 lights out for kids

### **Tuesday, March 22nd 2016**

7:00am Breakfast

8:15-11:15 Morning class

12:00 lunch

1:15-4:15 Afternoon class

5:00 dinner & other ½ of students to store

6:15-9:15 Evening class & other ½ of students night program

9:30-9:50 – campfire/show

10:00pm lights out

### **Wednesday March 23rd, 2016**

7:00am breakfast

8:15-11:00 morning class (cut a little short)

11:15 Those available load busses

11:30 Bag lunch in dorm lobby – wrap up by Wolf Ridge Staff

12:00 leave for Piedmont School

@1:45 Arrive back at school – parents pick up kids. Bussers leave gear in their rooms – collect Monday.

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- 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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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/EXTERNALLY SPONSORED TRIP ACTION**

Principal:                     Recommended                    Name: *[Signature]* BV 1/4/15  
                                          Not Recommended                    Date: 10/5/15

Assistant Superintendent:    Recommended                    Name: *A. Staszewski*  
                                          Not Recommended                    Date: 1/7/16

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: HOSA 11<sup>TH</sup> AND 12<sup>TH</sup> GRADE 2015 SPRING LEADERSHIP AND STATE COMPETITION CONFERENCE

2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson

3. Field Trip Date(s): April 18 – 20, 2016 Destination: Spring State Leadership Conference, Plymouth, MN

4. Field Trip Overview (Include events, establishments and locations): Leadership for students in the HOSA program, this offers students the chance to attend the Spring State Leadership Conference at the Crown Plaza, Plymouth, MN

5. Field Trip Departure from School (Date and Time): April 18 @ 7:00 am

Field Trip Return to School (Date and Time): April 20 @ 7:00 pm (tentative)

6. Objectives of Field Trip: Students will compete at the STATE HOSA (Health Occupations Students of America)

7. Relationship to Curriculum or Student Learning: Leadership, teamwork, Program of Study and Career Pathways, Partnership for CTE, Implementing of Health Science Programs, Increase effectiveness of teaching, Legislative training, confident speaking and writing skills. Reinforcement of skills taught and application of skills.

8. Planned Follow-up Field Trip Activities: National Conferences for HOSA>

9. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees	\$80
Total Meals: This estimated cost is for staff, students will self pay.	\$75 (staff)
Total Lodging	\$1857
Total Transportation x School District Vehicle(s) – van, cost of gas to Plymouth and back. This will be dependent on the number of students that attend. <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$1000 This will be divided into the number of students that attend
Total Additional Stipends:	\$0
Other: Sub pay	\$375
<b>Total</b>	<b>\$3387</b>

<b>Revenues</b>		
District Budget	Code:	\$877
Booster Group		\$
Donations		\$
Student Fees		\$2510
Total Additional Stipends:		\$
<b>Total</b>		<b>\$3387</b>

11. Reviewed/Completed Request Checklist:         Yes         No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL**

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- x Planned Itinerary

### TIME

### LOCATION

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Awaiting itinerary form the state department

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- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: \_\_\_\_\_

## FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person:  \_\_\_\_\_

The 2015-16 Membership year brings the challenge of achieving a record 32nd straight year of membership growth for HOSA. MN HOSA was proud of another year of increased membership also with missing 1000 by **6** members!

Our accomplishments of the 2014-15 HOSA year included:

- Support of our MN HOSA MRC (Medical Reserve Corps) with camps, workshops and volunteering
- Completing successful Fall, Mid-Winter and Spring Conferences with an increase in participants at all of them.
- The National Conference success included Duluth, Red Wing, STEP, and Northeast Metro for being recognized for their volunteerism in their communities with MRC related events, the Barbara James Award and the National Service Project Leukemia and Lymphoma Society. It was great to have most of our participants move on to the 2<sup>nd</sup> round of their events which is quite an accomplishment. We did have event finalists in EMT and the written test Pharmacology.
- MN HOSA received the most Professional State Association at the Recognition session at Nationals! I am SO proud of our HOSA members and a big Thank You to all the advisors that are great role models.

With all of the Great things we did last year it is time to look at a new beginning and where we will go.

The theme this year reflects what we work on not only this year but every year -

**“Innovating, Inspiring and Igniting”**

students to become successful in their future career goals.

We look forward to many HOSA activities which will help you in the classroom as well as helping your students become more confident, responsible and prepared for their next steps into the world where they are most needed in healthcare. The Competitive Events Program can be used as assignments to challenge your students beyond the textbook and also prepare them for HOSA's Competitions at state and national conferences

Ways we can work for a successful year for our HOSA Members with **Innovation**

- **The National Service Project** – This our second year with the Leukemia and Lymphoma Society. You will probably receive some information on projects for this topic. Kelli Anderson is our MN Representative. If you would like to contact her here is her email address- [kelli.anderson@lls.org](mailto:kelli.anderson@lls.org)
- MN HOSA MRC- We will be getting a calendar of events for all HOSA members that would like to become a MRC Volunteer and learn how to “Prepare so we can prepare others”. This will include workshops on topics and a camp which will be held at Camp Ripley. Those details are yet to be finalized.
- **Let's#StepItUp together project** – a call for action from the Surgeon General on walking and walkable communities. You will find out more on the [www.hosa.org](http://www.hosa.org) website
- **Verizon Innovative App Challenge**- find it also on the hosa.org website. Winning teams will receive mobile devices up to \$20,000.00 for their school. Find your techie students and see what they can do to help your program.
- **Middle School HOSA** is now a reality. HOSA-Future Health Professionals welcomes a new organizational division, the Middle School Division. At the National Leadership Conference, the 2015 Delegate Assembly voted to recognize the Middle School Division as a separate entity beginning with the 2015-2016 membership year. There is a Middle School HOSA Handbook on the hosa website. This could be a perfect way to groom and grow your upcoming Health Science Students. Could this be a mentoring opportunity??

**Inspire** our students, schools and communities to look at a future of healthcare.

HOSA can inspire students through health science programs, HOSA competitions and community projects. HOSA Students can Inspire others by getting the word out about HOSA, being a leader in their chapter and being visible in their schools and community as a leader through community based projects and fundraising.



**Ignite** HOSA Members through our events, activities, and opportunities.

The membership of HOSA gives students the opportunity to be a part of the fast- growing student organization. MN HOSA once again increased their membership last year with a goal of getting more students involved and understand what HOSA is – the **ONLY** Career and Technical Student Organization that is **100% HEALTHCARE!** It gives you the knowledge, skills and confidence to be a highly-qualified health professional including updated technology and soft skills that are vital for a successful career.

Membership - \$22.00 = \$12.00 State - \$10.00 National

Membership allows you:

- To attend all HOSA activities and events
- To apply for a HOSA Scholarships sponsored by many health professional organizations over \$80,000.00.
- To apply to be a part of the Surgeon General's Internships in the summer of 2016.
- Submit HOSA articles for the E-Magazine of your chapter's projects and successes

### HOSA Events for 2015-16

#### **MN HOSA MRC Camp/Workshop**

November 19-21<sup>st</sup>- Tentative until all is finalized. Partnering with the MN National Guard.

#### **MN HOSA Fall Conference**

November 12<sup>th</sup> & 13<sup>th</sup> – St. Paul's Holiday Inn East

- Election of State Officer Team
- Career and Healthcare Professional Education sessions and exhibits (Friday)
- Thursday night Timberwolves game – Educational Session at the Target Center, Be a part of the T-Wolves Fan Tunnel and good seats.
- Represent MN HOSA with T-shirts and sweatshirts.

**Health Science Teacher Workshop-** December 3-5- Chase of the Lake, Walker, MN (Details will be sent under another message.)

#### **Mid- Winter Competitive Events Days:**

Metro- January 7<sup>th</sup>- Location to be determined

Rochester- January 8<sup>th</sup>- Rochester Community College

Northeast- Duluth- February- Date to be announced

**Spring State Leadership Conference-** April 18-20- Crown Plaza, Plymouth, MN (Note change of days and location)

**National Leadership Conference –** June 21- 25- Nashville, TN

\*\* Other events and activities will be announced as details are finalized.



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#### INSTRUCTIONAL TRIP ACTION

Principal:  Approved  
 Not Approved

Name: Jim Egan 12/14/15  
Date: 12/17/15

#### 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: Jim Egan (AU) 1/4/15  
Date: 12/17/15

Assistant Superintendent:  Recommended  
 Not Recommended

Name: D. Staszewski  
Date: 1/7/16

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.**



91720

Total	\$1700
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Revenues		
District Budget	Code: Substitute -one day	\$ <del>105</del> 125
Booster Group (ISD709 SkillsUSA Club)		\$1025
Perkins- reimbursement for Advisor Lodging/meals		\$370
Student Fees - 4 students- each pay\$ 50		\$200
Total Additional Stipends:		\$0
Total		\$1700 1720

*Perkins*

*\$520 from Perkins*

11. Reviewed/Completed Request Checklist:  Yes  No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

# Agenda for 2016 State SkillsUSA Conference

## Friday, April 1, 2016

8 AM to 1 PM

Minnesota Secondary and Post-Secondary Teams are moving in at the Doubletree Hotel in Bloomington, Minnesota

Student and Advisor registration

1 PM

SkillsUSA Opening Ceremonies in Grand ballroom

Call to order and introduction of Guest speaker

State officer reception and recognition

Chairperson's address by Ms. Jen Polz

2-7:30 PM

Students participating in Industrial Safety, Trade Math, Tools and Equipment, Resume/Job Application, Job Skills Demonstration, Job Interview, BluePrint Reading, Manual Dexterity, and Army Strong Contests

Students participation in Personal Development Training exercises

7:30-10:30 PM

Students will attend an assembly with entertainment and a meeting for all contestants. The contestants will receive bussing information, schedules and locations of competition/testing, and also participate in a silent auction and an exercise session.

Advisors will attend the annual Advisor Reception, where they will be assigned hallways to monitor on Friday and Saturday after lights out

11 PM

Lights out/curfew enforced/advisors patrolling the hotel

## Saturday April 2, 2016

6 AM

Busses load, transporting contestants and advisors to Metro area Colleges hosting Skills contests. The contests are usually 4 to 6 hours in duration.

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**Guide:** Contact School Nurse.
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**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*See attached Agenda of Events*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person:

*Matthew Phil Rannala*

## 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
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Signature of Contact Person:

*Matthew Phil Rannala*

*See attached Checklist - Extended Trip*

## Denfeld Automotive SkillsUSA Club 2016 State Conference Field Trip

April 1-3, 2016 Bloomington, Minnesota

### Field Trip Request Checklist- Extended trip

All students and the advisor will be given a complete, well-defined conference itinerary from SkillsUSA upon arriving at the Hotel

Students and advisor have all completed the SkillsUSA Code of Conduct and Personal Information documents concerning emergency contact, parental permission and signatures, home phone numbers, and medical/insurance information. This information will be placed on file at the SkillsUSA event headquarters. I will also have all pertinent information in my possession if I need to contact a parent.

The SkillsUSA Code of Conduct sets high expectations for compliance with all rules, policies, and expectation of the SkillsUSA National Organization. These expectations are shared at arrival and in the printed Conference Handbook distributed to all persons in attendance at the conference.

SkillsUSA will have appropriate lodging and room assignments completed and the information will be sent to the Denfeld Club Advisor in mid-March 2014.

Funding of student expenses will be supplemented by utilizing the resources of our local Denfeld Automotive SkillsUSA Activity account.

Advisors and students will be expected to pay for their own meals. As the Denfeld Advisor, I will have sufficient personal funds to insure that the student's needs are met if unexpected expenses or situations arise.