

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: Tom Tisler
☐ Not Recommended Date: 11-13-25

Assistant Superintendent: ☒ Recommended Name: Anthony Bal
☐ Not Recommended Date: 12/1/25

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: 11/06/2025

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

- Organization/Grade/Course Planning Trip: Denfeld Fine Arts (Band, Orch, Choir, Theatre)
- Contact Person (Responsible for Checklist Completion): Hunter Hamby
- Field Trip Date(s): March 21-22, 2026 Destination: Minneapolis
- Field Trip Overview (Include events, establishments and locations): Great Wolf Lodge (waterpark + hotel), MN Orchestra on March 21st, Ordway for Broadway Show on March 22nd
- Field Trip Departure from School (Date and Time): March 21st, 2026 @ 10 am
Field Trip Return to School (Date and Time): March 22nd, 2026 @ 6 pm
- Objectives of Field Trip: Students experience professional music and learn about careers in the music field.
- Relationship to Curriculum or Student Learning: Standards 2.9.4.8.1 & 3.9.5.9.1
- Planned Follow-up Field Trip Activities: Assess how professionals perform and apply to our own performance
- Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$14,500
Total Meals	\$
Total Lodging	\$8,100
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>Voyageur</u>	9,200
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$31,700

Revenues	
District Budget	Code: \$
Booster Group	\$
Donations	\$
Student Fees	\$ 250/student
Total Additional Stipends:	\$
Total	\$

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.

- ☒ 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

LOCATION

- ☒ 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
- ☒ Arrange Meal Plans
- ☒ Arrange Lodging Plans and Room Assignments
- ☒ 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:





March 21st-22nd, 2026 Field Trip

MN Orchestra and Ordway Overnight

Hello all!

We are very excited to start bringing trips back to the music department and providing engaging and educational experiences for our students. In this packet, you will find information regarding student expectations, itinerary, expenses, and a form to fill out at the end.

Please read it carefully! Ask any questions and please get the form filled out by the deadline (listed in the announcement/email). We are so excited to experience professional music here in Minnesota!

Student Expectations

Students will be attending several concerts and will have an opportunity to spend time at the waterpark and MOA. Students are expected to follow all ISD709 guidelines on student behavior in addition to being model citizens as we are out in public. This includes listening and following directions, showing up to busses and meeting points on time, and being respectful of others around us that are trying to enjoy the concerts we will be attending. If a student does not meet these expectations, they may be asked to be picked up early from the trip and will not be allowed to travel with the department in the future.

We are representing Denfeld and all of ISD709 when we travel, so let's make sure we show off how great we are!

Dining Plan

Students will be expected to either bring money for meals or bring their own food for the trip. There are options at Great Wolf Lodge for dinner and breakfast and we will be at MOA for lunch.

Itinerary

Saturday, March 21st

11:00 AM Leave Denfeld
2:00 PM Arrive at Great Wolf Lodge for Water Park fun
5:45 PM Leave for MN Orchestra
7:00 PM MN Orchestra, Beethoven's 9th Symphony
9:00 PM Leave for Hotel
11:00 PM Lights out

Sunday, March 22nd

9:30 AM Leave for MOA
12:30 PM Leave for Ordway, Mrs. Doubtfire
3:30 PM Leave for Denfeld
6:00 PM Arrive back at Denfeld

This is just a rough draft! Things may change as we solidify numbers and have to adjust for larger numbers.

Rooming

Students will be in rooms of 6. Students can sign up for their own roommates. However, if issues occur in signing up for rooms, we reserve the right to assign students on our own.

Funding

Students will be paying \$250 in either two payments of \$150 and \$100, or all in one. This is covering the cost of the buses, hotel, waterpark, and the two shows at the MN Orchestra and the Ordway.

Medical and Contact Information

<https://forms.gle/ahXPC2s4KJuhRcV38>

Fill out this form in its entirety!!

Chaperones

If you are interested in chaperoning on this trip, please sign up here:

<https://forms.gle/jrd5hXVftsZ36HRZ9>

If you are chaperoning, you will need to pay \$200 to cover the cost of your tickets, room, and bussing. The first 4 parents/guardians will be selected to attend, so sign up quick!