

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
 Not Approved

Name: Stephanie Heilig
Date: 3/26/12

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: Stephanie Heilig
Date: 3/26/12

Assistant Superintendent: Recommended
 Not Recommended

Name: _____
Date: 4/11/12

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.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional ~~Supplementary~~ Extended

1. Organization/Grade/Course Planning Trip: Nettleton 4th grade
2. Contact Person (Responsible for Checklist Completion): Jim Olson
3. Field Trip Date(s): May 8-9 Destination: Minnesota Capitol, Zoo, History center
4. Field Trip Overview (Include events, establishments and locations): History center, Minnesota Capitol, Minnesota Zoo

5. Field Trip Departure from School (Date and Time): May 8, 2012 9:15
 Field Trip Return to School (Date and Time): May 9, 2012 2:15
6. Objectives of Field Trip: Learn about state government, history and animal biology

7. Relationship to Curriculum or Student Learning: Civics, state history and life forms

8. Planned Follow-up Field Trip Activities: None - these activities are the culminating activities for the year

9. Field Trip Budget Request - none funds from a grant

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<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:	\$
Other:	\$
Total	\$

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

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

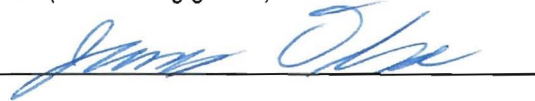
~~9:45~~ 11:45
2:30
4:30

LOCATION

History center
Capital
200

- 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: _____





Request and Charge Ticket for Bus Transportation

(School retains gold copy and forwards all remaining copies to the Transportation Department 5 working days prior to the date of trip)

School Nettleton Date of Request 3-26-12
Minnesota Minnesota Minnesota
Trip Date 5-8-12 Destination History center, state capital, zoo
Address _____

Name of Group 4th grade Accurate No. of Passengers 55

Purpose of Trip Educational No. of Wheelchairs 0

Departure Time From School 9:15 on May 8th Pickup Time From Destination 1:00 from zoo

Loading Location circle Return Loading Location zoo

Budget Code: school tournament special ed other (circle choice) Request by Jim Olson

Mode of Travel: bus coach van trailer (circle choice)

Code: See attached - please fax us (Nettleton) estimate
Approved by [Signature]
Principal/Designee

See attached schedule

TRANSPORTATION DEPARTMENT

Trip No. 51544

DRIVERS REPORT

Name of Driver _____ Bus No. _____

Beginning Time _____ Ending Time _____

Beginning Mileage _____ Ending Mileage _____ Trip Mileage _____

ACCOUNTING DEPARTMENT

Charge for Driver Time _____ x _____ = _____
Hours Rate

Mileage Charge _____ x _____ = _____
Miles Rate

Other Charge _____ = _____ TOTAL CHARGES _____
Description

WHITE - Accounting GREEN- Transportation Dept
CANARY - School with charges determined PINK - Bus Driver GOLD - School

TYPE OR PRESS HARD



Animal Explorers Overnight

Day 1 - May 8, 2012

9:15	Depart School
11:45	Arrive at Minnesota History Center
2:15	Depart Minnesota History Center
2:30pm	Arrive at Minnesota State Capitol
3:00pm	Tour of the MN State Capitol
4:00pm	Depart Capitol
4:30pm	Arrive at MN Zoo; Welcome and Introductions
5:00pm	Meet an aquarist-Behind the Scenes tour
6:00pm	Dinner-pizza
6:45pm	Shark and dolphin activities/ behind the scenes tours
10:00pm	Bed time

Day 2-May 9, 2012

7:00am	Breakfast and T-shirts
8:00am	Pack up belongings. Exclusive Gift Store shopping. Journal reflection time
9:00am	Admission to MN Zoo; self guided tour of trails
9:30am	Depart for IMAX
9:45am	IMAX movie-Under The Sea-3D
10:30am	Re-admission to MN Zoo-self guided tour continues
11:30am	Bag Lunch pick-up-Call of the Wild Café
1:00	Depart Zoo

Thank you to our sponsor



FW: Minnesota Zoo - Flint Hills School Overnight

james g. olson

Sent: Tuesday, March 27, 2012 8:45 AM
To: james.g.olson
Attachments: Nettleton program timeline~1.doc (77 KB)

As for the bus—yes please arrange your busing. You are more familiar with the bus companies available in your area. Give them your dates, times and pick up/drop off location and please get a cost estimate from them. When you have your bus logistics arranged, forward me the company's information (name, address, phone, and contact person) as well as the estimate they quoted you. I will then contact them to arrange the payment. So you can get started on this, I am attaching the timeline again. IMAX is at the Zoo property in case you didn't realize that.

Gina

Gina.Goralski@state.mn.us