

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 S. [Signature]*
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: *Anthony [Signature]*
 Not Recommended Date: *2/11/25*

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:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Duluth East DECA
2. Contact Person (Responsible for Checklist Completion): Cameron Kolodge
3. Field Trip Date(s): March 2-4 Destination: Hyatt Regency Minneapolis
4. Field Trip Overview (Include events, establishments and locations): Stay for 2 nights and attend DECA state conference at Hyatt Regency Minneapolis.
5. Field Trip Departure from School (Date and Time): Sunday March 2nd @ 7am
Field Trip Return to School (Date and Time): Tuesday March 4th @ 9 pm (possibly 5 pm if no finalists)
6. Objectives of Field Trip: Participate in MN SCDC for DECA
7. Relationship to Curriculum or Student Learning: DECA is an international business club preparing futures in business.
8. Planned Follow-up Field Trip Activities: —

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 540.00
Total Meals	\$
Total Lodging	\$ 314.40
Total Transportation	\$
<input checked="" 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	\$
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	LOCATION
Sunday 7am March 2nd	Leave Duluth East in district van, compete & test @ event
Monday 8am	Having stayed @ Hyatt in Minneapolis we compete more today @ Hyatt.
Tuesday 8am	Having stayed @ Hyatt in Minneapolis finalists compete today @ Hyatt.
Tuesday 2pm	Possibly leave unless we win then we stay until 6pm for awards.
Tuesday 5pm	Arrive back @ East. (9pm if we win)

- 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: _____

SCDC TENTATIVE AGENDA

MINNESOTA HIGH SCHOOL DECA
MINNEAPOLIS HYATT - MARCH 2-4, 2025

SUNDAY, MARCH 2, 2025

10:00 - 11:00 AM

11:00 - 12:00 NOON

12:00 NOON - 12:15 PM

12:15 PM

12:30 PM

12:30 - 5:00 PM

Conference Registration

Events Chairs pick up materials

Principle & PFL Event Chair Orientation

Judges' Registration

All Adult Assistance/Event Workers Report

All Judges Seated for Orientation

Preliminaries

- Principles & Personal Financial Literacy Events
- State Only Events
- Integrated Marketing Campaign Events
- Professional Selling & Consulting Events
- Chapter Team Events
- Entrepreneurship Events
- Business Operations Research Events

Marketing Exam - role play events

Other Exams - role play events

Opening Recognition Session - Mpls Convention Center

Curfew

6:00 PM

7:30 PM

9:00 - 10:30 PM

11:00 PM

MONDAY, MARCH 3, 2025

8:00 - 4:00 PM

10:00 AM

1:00 - 2:30 PM

2:30 - 3:45 PM

2:30 - 4:00 PM

7:00 - 9:00 PM

9:30 - 11:15 PM

10:00 PM

11:30 PM

All Preliminary Role Plays

- Team Decision Making Events
- Principles of Business Administration Events
- Individual Series Events
- Personal Financial Literacy Event

Principles Events & Personal Financial Literacy - Exam

Integrated Marketing Campaign Events - Marketing Exams

Professional Selling & Consulting Events - respective Exams

Hypnotist Show - tentative

Preliminary Awards - Convention Center

Entertainment - DECA Friendly Feud, DJ & Games

Advisor Networking

Curfew

TUESDAY, MARCH 4, 2025

8:00 - 2:00 PM

4:00 - 6:00 PM

Finals for All Events

Grand Awards Session - Minneapolis Convention Center