

## 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, 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 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: Joan Aude  
 Not Recommended Date: 11-6-12

Assistant Superintendent:  Recommended Name: \_\_\_\_\_  
 Not Recommended Date: \_\_\_\_\_

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 FFA
2. Contact Person (Responsible for Checklist Completion): Jennifer Madole, FFA Advisor
3. Field Trip Date(s): April 28-30, 13 Destination: St. Paul Campus of U of M - State Conven<sup>on</sup>
4. Field Trip Overview (Include events, establishments and locations): Students qualifying to compete at the state level attend the state competition and convention. Most events take place on St. Paul Campus. Awards and general sessions at -Mpls Campus. Stay at Hampton Inn
5. Field Trip Departure from School (Date and Time): Sun. April 28 - 11:00 am  
Field Trip Return to School (Date and Time): Tues. April 30 - 6:30 p.m.
6. Objectives of Field Trip: student participate at state level Minn. FFA Convention. Also leadership workshops and campus tour opportunities. Experience the bigger picture of agriculture and
7. Relationship to Curriculum or Student Learning: students use what they've learned in class and FFA in a competitive setting.
8. Planned Follow-up Field Trip Activities: share w/ other members + classes what students gained/learned. Also a Spring picnic to celebrate their participation and placing in the events
9. Field Trip Budget Request

Shoreview  
see it in  
for other  
events -  
location  
planned  
Career  
Opportunity

Estimated Expenses		
Total Admission/Fees	(1 lunch included) * 350 registration, + science museum \$120	\$ 470.00
Total Meals	(anticipate 10 students + 1 advisor)	\$ 375.00
Total Lodging	Breakfasts included 4 rooms @ 90.00/mite, 2 mites =	\$ 720.00
Total Transportation		\$
<input checked="" type="checkbox"/> School District Vehicle(s) -	1 van @ = 200 or 1 small bus w/ driver @	
<input type="checkbox"/> Commercial Transportation Carrier -	Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) -	Name: _____	
	School Distr. Van Reserved + mileage →	
Total Additional Stipends:		\$
Other:	Substitute cost 2 days (V = day)	\$ 100
<b>Total</b>		<b>\$ 1665.00</b>

Revenues		
District Budget	Code:	\$
Booster Group	Student club acct.	\$ 579.00
Donations	Perkins	\$ 316.00
Student Fees	student	\$ 470.00
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 1365.00</b>

(transp., registration, hotel)  
(Instructor)  
(meals + sci. museum)

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 - *Personal*
- ✓ 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

*see attached*

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

nature of Contact Person: *Jennifer J Madole*

## 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.

nature of Contact Person: *Jennifer Madole*



### Duluth FFA Itinerary for State FFA Convention

4/28/13	11:00 a.m.	Leave East Parking lot
	12:30 p.m.	Hinckley or North Branch snack stop
	2:00 p.m.	U of M St. Paul Campus Registration
	2:30 p.m.	Student study locations TBA
	4:30 p.m.	Check in Hotel Hampton Inn Shoreview
	4:45 p.m.	Dinner at Green Mill in hotel
	6:00 p.m.	Leave for Mariucci for Talent Show and Program (official dress required) 9:30 p.m.
	9:00 p.m.	Return to hotel
10:30 p.m.	In rooms	
4/29/13	6:30 a.m.	Breakfast in hotel (included)
	7:00 a.m.	Leave for U of M St. Paul Campus
	7:30-11:30a.m.	Career Development Events
	8:15 a.m.	1 <sup>st</sup> General Session for Delegates
	9:15 a.m.	Workshop: ?
	11:30 a.m.	Beef Barbeque Vo-Tech Building balcony
	1:15 p.m.	Workshop: ?
	2:30 p.m.	Leave Campus for hotel
	3:30 p.m.	Leave for Science Museum of Minnesota Dinner and shopping at Mall of America
	8:30 p.m.	Leave Mall of America for hotel
10:30 p.m.	In rooms	
4/30/13	8:00 a.m.	Breakfast in hotel
	9:30 a.m.	Como Park Conservatory (free- will donation)
	11:00 a.m.	Lunch location to be determined
	12:00 p.m.	Mariucci Arena Mpls Campus for 5 <sup>th</sup> General Session and Awards Program
	3:00 p.m.	Leave for Duluth

1/24 - 1/25 2013

**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, 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 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: [Signature]  
 Not Recommended Date: 11/25/12

Assistant Superintendent:  Recommended Name: \_\_\_\_\_  
 Not Recommended Date: \_\_\_\_\_

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: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): January 24, 25, 2013 Destination: Grand Rapids Minnesota
4. Field Trip Overview (Include events, establishments and locations): Region V Business Professionals of America Competition: Itasca Community College; 1851 East Hwy 169; Grand Rapids, MN 55744-3397; 218-327-4460  
Hotel: Timberlake Lodge; 144 South East 17<sup>th</sup> Street; Grand Rapids, MN 55744; 218-362-2600
5. Field Trip Departure from School (Date and Time): January 24, 2013 at 5:30 am  
Field Trip Return to School (Date and Time): January 25, 2013 at 4 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

<b>Estimated Expenses</b>	
Total Admission/Fees	\$ 30.00 per student
Total Meals	\$ 20.00 per student
Total Lodging	\$ 35.15 (3 room) per student
Total Transportation	\$750.00 bus
<input type="checkbox"/> School District Vehicle(s)	(20 Students )
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 37.50 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other: Dues For The Year	\$ 15.00
<b>Total</b>	<b>\$ 137.65</b>

<b>Revenues</b>		
District Budget	Code: <u>1-380-200-428</u>	\$ <u>391.16</u>
Booster Group		\$
Donations		\$
Student Fees	<u>EACH STUDENT PAYS</u>	\$ <u>137.65</u>
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

*STUDENTS PAY/COSTS = 137.65 EACH*

*STAFF COSTS =*

*SUB. 2 DAYS @ 100.  
200.00*

*(C. PERKINS)*

*ROOM 1 DAY  
105.45*

*MEALS 2 DAYS @ 25  
50.*

*TRANSPORTATION 750/21 =  
35.71*

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*391.16*

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**

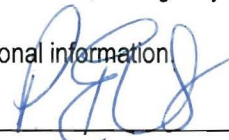

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

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:  10/3/2012

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at STC. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.



3/6 - 3/9 2013

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**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: *James H. [Signature]*  
 Not Recommended Date: *11/25/12*

Assistant Superintendent:  Recommended Name: \_\_\_\_\_  
 Not Recommended Date: \_\_\_\_\_

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: Business Professionals Of America 9-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): March 6-9, 2013      Destination: Minneapolis, Minnesota
4. Field Trip Overview (Include events, establishments and locations): State Business Professionals of America Competition: Hyatt Regency Minneapolis; 1300 Nicollet Mall; Minneapolis, Minnesota; 612-370-1234
5. Field Trip Departure from School (Date and Time): March 6, 2013 at 4:30 pm  
 Field Trip Return to School (Date and Time): March 9, 2013 at 6 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
7. Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will: demonstrate occupational competencies; broaden knowledge, skills, and attitudes; expand leadership and human relation skills; demonstrate a competitive spirit; and receive recognition.

Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 55.00 per student
Total Meals	\$ 60.00 per student
Total Lodging	\$ 130.14 (4 room) per student
Total Transportation	\$850.00 bus (10 Students )
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Duluth Public Schools	\$ 85.00 per student
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	
Total Additional Stipends:	\$
Other:	\$
<b>Total</b>	<b>\$ 330.14</b>

Revenues		
District Budget	Code: <u>1-340-200-428</u>	\$ <u>842.69</u>
Booster Group		\$
Donations		\$
Student Fees	<u>Each Student Pays</u>	\$ <u>330.14</u>
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

*STUDENTS PAYS/COSTS = 330.14*

*STAFF MEMBER = 842.69*  
*SUB 300.00 (3 @ 100)*  
*ROOM 390.42*  
*MEALS 75.00*  
*TRANSPORTATION 77.27*  
*(850/11) = 77.27*

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**

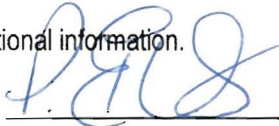

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

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:  10/3/2012

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5/7-5/12 2013

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

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**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: Lamin  
 Not Recommended Date: 11/7/12

Assistant Superintendent:  Recommended Name: \_\_\_\_\_  
 Not Recommended Date: \_\_\_\_\_

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: Business Professionals Of America 8-12 Grade Business Education
2. Contact Person (Responsible for Checklist Completion): Peggy Ehler
3. Field Trip Date(s): May 7-12, 2013 Destination: Orlando, FL
4. Field Trip Overview (Include events, establishments and locations): National Business Professionals of America Competition: Orlando, FL
5. Field Trip Departure from School (Date and Time): May 7, 2013 at 6:30 am  
Field Trip Return to School (Date and Time): May 12, 2013 at 11 pm
6. Objectives of Field Trip: Allow students to test classroom business practice learning in real-world situations. BPA give members a winning edge in the competitive world of business by teaching them what they need to know to survive and succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.
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Planned Follow-up Field Trip Activities: Student who place at Region Competition will continue on to State Business Professionals Of America Competition and then onto National Business Professionals Of America Competition.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 115.00 per student
Total Meals	\$ 120.00 per student
Total Lodging \$275.00 per night * 5 Nights = \$1,375 / 3 = \$458.33 + \$50.00	\$ 508.33 (3 room) per student
Total Transportation <input type="checkbox"/> School District Vehicle(s) <input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: Airfare - Delta <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	\$343.22 Airfare \$ 50.00 Ground Transportation To And From Hotel
Total Additional Stipends:	\$
Other:	\$
<b>Total</b>	<b>\$ 1,136.55</b>

Revenues		
District Budget	Code: <u>1-380-200-428</u>	\$ <u>2,380</u>
Booster Group		\$
Donations		\$
Student Fees	<u>EACH STUDENT PAYS</u>	\$ <u>1,136.55</u>
Total Additional Stipends:		\$
<b>Total</b>		<b>\$</b>

*STUDENTS PAY COSTS = 1,136.55 EACH*

*STAFF MEMBER = 2,380 EST.  
 LODGING = 1,375.  
 MEALS = 162 (6@27)  
 SUB = 500 (5@100)  
 TRANSP. = 343  
2,380*

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.)
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**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

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- 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:  \_\_\_\_\_

10/3/2012

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at STC. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.