

MRC
Oct. 14

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 review 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: Jim Audt
 Not Recommended Date: 9-2-14

Assistant Superintendent: Recommended Name: E Crawford
 Not Recommended Date: 9/3/14

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 Externally Sponsored*

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): Oct. 9th to 11th 2014 Destination: Camp Ripley
4. Field Trip Overview (Include events, establishments and locations): Emergency Preparedness camp, Lessons in an authentic setting on CPR, 1st, Aide, Psychological 1st aide and Medical Reserve Corps educational training sessions for HOSA, Breakouts in Careers in the Medical fields, Lessons in leadership, teamworking and career development.

5. Field Trip Departure from School (Date and Time): Oct. 9 @ 0700
 Field Trip Return to School (Date and Time): October 11th @ 0700pm
6. Objectives of Field Trip: - MN HOSA Emergency Preparedness Camp.
7. Relationship to Curriculum or Student Learning: Leadership, teamwork, POS and Career Pathway exploration, Partnership for CTE, Implementing of HSP(Health Science Programs) Parliamentary procedures, citizenship.

8. ~~Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Putting on one to two camps for our community implementing the information and skills taught.~~

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees \$440.00- 7 students and 1 Advisor	\$ 50.00 each
Total Meals	\$32.00
Total Lodging	\$unknown last year \$0 due to a grant/ waiting funding
Total Transportation <input checked="" type="checkbox"/> School District Vehicle(s) VAN <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	\$180.00 Will be split between students and teacher equally
Total Additional Stipends:	\$ -0-
Other: Students are self-pay	\$ -0-
Total	\$

Revenues

District Budget	Code: PERKINS GRANT	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
Total		\$

For INSTRUCTOR Credit

11. Reviewed/Completed Request Checklist: Yes No

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

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

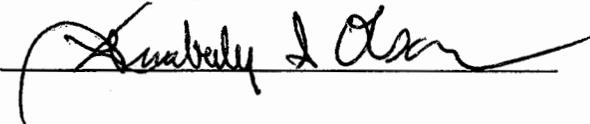
TIME

LOCATION

TBA

- 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/Externally Sponsored 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:



2014-2015 MN HOSA Events and Activities- Dates, Locations, and Costs

Date	Event	Location	Registration/Hotel/ Travel
October 9 th - 11 th	MN HOSA MRC Emergency Preparedness Camp	Camp Ripley- Little Falls, MN	\$50.00
October 23 rd - 24 th	Teacher Workshop- Teaching Tips with Starla	Dept of Education- Roseville	Registration-\$200.00 Hotel- TBD if needed
November 6 th - 7 th	MN HOSA Fall Conference	St. Paul- Holiday Inn	Registration-\$45.00 Hotel- \$101.13/room
December 5 th - 6 th	MN HOSA State Officer Training/ MRC Orientation/ Training (new members)	St. Cloud- Best Western Kelly Inn	MRC Training- \$20.00
January 8 th	Metro Mid -Winter Competitive Events Day	Argosy University- Eagan	\$20.00
January 9 th	South East MN Mid- Winter Competitive Events Day	RCTC- Rochester	\$20.00
January 23 rd (Subject to change)	North East MN Mid- Winter Competitive Events Day	Duluth-	\$20.00
March 14 th	State Officer Meeting - Conference Planning (State Officers Only)	St. Paul- Holiday Inn	NC
April 8 th - 10 th	2015 MN HOSA State Leadership Conference	Best Western Kelly Inn & Civic Center- St. Cloud	Registration-\$100.00 Hotel- \$89.00/night
June 24 th - 27 th	2015 National HOSA Leadership Conference	Anaheim, California	Registration-\$90.00 Hotel- \$180.00/night (EST) Airfare- \$500.00 (EST)



Stepping up to the Challenge
Making the Best of what HOSA has to offer and making it Happen Today for Your Future Tomorrow!