## 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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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.

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INSTRUCTIONAL TRIP ACTION				
Principal:		Approved	Name:	
		Not Approved	Date:	
SUPPLEMENTAL TRIP ACTION				
Principal:		Approved	Name:	
		Not Approved	Date:	
Instruc	ctional/	Supplemental Trips n	eed not be sent to District office.	
			A	
EXTENDED TRIP ACTION		•	1 7/20	
Principal:		Recommended	Name: ( on Total	
		Not Recommended	Date: (1 4/30/301)	
		<u>.</u>	DA	
Assistant Superintendent:		Recommended	Name:	
		Not Recommended	Date: 9/27//7	
School Board:	ì	Approved	Name:	
		Not Approved	Date: ————	
			A Company Continued to Continue for the subsection Alexander	
All extended trip propo			stant Superintendent's Office to be placed on the ing agenda for approval.	
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### FIELD TRIP REQUEST FORM

Date	of Submission;						
Туре	e of Trip:						
1	Organization/Grade/Course Planning Trip: Culinary Arts – Classical Cooking						
2.	Contact Person (Responsible for Checklist Completion): Glenn D'Amour						
3.	Field Trip Date(s): June 19, 2017 – June 24, 2017 Destination: Lousiville, Kentucky						
4.	Fleld Trip Overview (Include events, establishments and locations):						
	Travel from Duluth, MN to Louisville, KY on June 19th. For the remaining schedule, please see the attached Condensed Agenda.						
5. Field Trip Depärture from School (Date and Time):							
	June 19, 2017 - TBD						
6.	Field Trip Return to School (Date and Time):						
	June 24, 2017 - TBD						
7.	Objectives of Field Trip: This is a competition for the Culinary Arts program in the USA. The competition will encompass both hot and cold food preparation and presentation. Contestants will demonstrate their knowledge and skills through the production of a four-course menu in a full day competition. The contestants will be rated on their organization, knife skills, cooking techniques, creative presentation, sanitation food safety techniques, and above at the quality and flavor of their prepared items. The high school competitors will work from one menu with standardized recipes. The college/postsecondary students will work from a market basket format and write their ow menu and recipes the night before the competition						
8.	Relationship to Curriculum or Student Learning: This outcome is for the yearlong learning for Culinary.						
9.	Planned Follow-up Field Trip Activities: News articles to promote Skills USA via the District Website.						

#### 10. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees (One teacher and student attending)	\$ 400	
Total Meals	\$248	
Total Lodging	\$976	
Total Transportation  School District Vehicle(s)  Commercial Transportation Carrier ~ Name United  Private Vehicle (requires certificate of insurance) ~ Name:	\$800	
Total Additional Stipends;	\$0	
Other:	\$	
Total		

Revenues			
District Budget	Code: 01-380-005-428-000	\$1212	
Booster Group		\$	
Donations: Duluth Historical Society		\$500	
Student Fees		\$712	
Total Additional Stipends:		\$	
Total		\$2424	

11. Reviewed/Completed Request Checklist:	☐ x Yes	☐ No
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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 J.s. altergies.							
chinas china china china chinas chinas china	medications, special needs.) Gain Access to Cell Prione for Field Trip Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).							
Emmal.	Guide: May choose to leave message on school voice mall to help with late drop off.  Plan Meal Arrangements (if necessary)  Reminder: Notify food service of non-participation.							
	I Plan Administration of Student Medication and Pirst Aid Needs (If necessary)  Guilde: Contact School Nurse.							
	Arrange Adult Chape	nisate Action Plan if Student Gets Lost on Trip rones for Pield Trip (if necessary) for every twenty (20) students depending on field trip. Parent voluntaers are encouraged when possible or						
	Develop and Commu Example: Supervision	nicale Teacher and Adult Chaperone Expectations n duties, no amoking, no alcohol						
	Planned Itinerary TIME	LOCATION						
Oleon		tier and Check-In/Check-out Procedure by Needs (i.e., crossing guards)						
	strio of most security as							
		FIELD TRIP REQUEST CHECKLIST — Extended Trip Only  DIRECTIONS: Please complete checklist and attach all appropriate materials.						
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Surrence of the surrence of th	Arrange Meal Plans Arrange Lodging Plan Collect Forrilly Emerg	Expenses Suring Trip  ns and Room Assignments  paney Information for Students————————————————————————————————————						
<u></u>	Additional information Note: Provide any a	delligered information.						
Sign	alure of Context Fere	St.						