Kenyon-Wanamingo Public Schools
Independent School District #2172
Wanamingo, Minnesota

610 FIELD TRIPS – Form B

KENYON-WANAMINGO MIDDLE-HIGH SCHOOL
EXTENDED STUDENT TRIP REQUEST FORM

This request form must be completed for any proposed student trip which is taken for more than one day and requires an overnight stay. Requests must be submitted to the Principal by May 1st of the year prior to the trip (unless competition related).

Name of Group: FCCLA Date of application: 5/15/25

Teacher/Sponsor: Mackenzie Ehlers Destination: Minneapolis or Bloomington

Number of students: 710 Number of adult chaperones: 1 or 2

Educational Goal or Objective: Leadership Conference

Please attach an itinerary and supervision plan.

Departure Date: March Time: 8:00am Return Date: March Time: 3 pm

Number of school days: 1 Number of non-school days: 2

Is this a recurring trip? ✓ Date last trip was taken: 2019

Estimated trip cost

Student fee	$ 285	X 5	(number of students)	= $	1,425
Adult fee	$ 1	X 20	(number of adults)	= $	20
Total round trip charter miles			X $ 1.60 per mile	= $	
Total round trip school van miles	≈60		X $ .99 per mile	= $	59.40
Bus driver time			X $25.00 per hour	= $	
Substitute teacher	1		X $175 per day	= $	175.00
Other faculty attending			X $40 per hour	= $	
Other faculty supervision			X $40 per hour	= $	
Miscellaneous costs				= $	

Amount of money collected by trip organizer: $ 1,425 (student fees)

Cost to student: $ 1,425

Cost to the district: $ $259.40

Budget code(s) to be charged:

List chaperone cell phone numbers:
Mackenzie Ehlers 612-532-3620

*** Please notify school nurse to plan for special student needs.**

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(This section to be completed by Principal)

Transportation contact date _____ Vehicle(s) _____

Comments: _____

Principal confirmation of transportation _____ Date _____

- School Board Policy 610 states that field trip approval will be dependent upon a plan that suggests an orderly and safe environment, clear learning objectives, reasonable cost to the participant or district, and minimal impact of an absence on scholastic performance and the overall operation of the school. Every reasonable effort must be made to avoid missing instructional days.

If a fundraiser is going to help defray the cost, please attach a Request for Fundraiser Form.

✓ Approved ___ Disapproved QW Activities Director Date 5/15/25

✓ Approved ___ Disapproved PMP Principal Date 5-15-25

✓ Approved ___ Disapproved RV Superintendent Date 5-15-25

___ Approved ___ Disapproved _____ School Board Clerk Date _____

cc (if approved): Trip coordinator, school office staff, and food service director