DISTRICT 197 OVERNIGHT OR EXTENDED TRIP REQUEST- FORM 2

Form 1 must have been completed and approved before submitting Form 2
Submit to Principal/Administrator and Superintendent's Office no less than two months prior to domestic travel and no less than 4 months prior to international travel.

Staff Member Name and school: Mary Beth Townsend Two Rivers High School

Date of Trip/Destination/Who trip is for: 11/7-11/9 Key Club Fall Rally

Did you complete FORM 1 for this trip and receive the required approval? Yes

TOUR CHECKLIST	RESPONSE
1. Dates of travel	11/7-11/9
2. Trip destination	
3. SUBMIT: Complete roster of travelers. Include a link to your roster in the response or attach a document. *Link to roster template:* TOUR ROSTER	Link to tour roster: https://docs.google.com/spreadsheets/d/1coAy9nwkl4Td1N492EP_kzQASPe8zghpHehsn6Q6z7U/edit?usp=sharing
4. SUBMIT: Detailed Itinerary, including hotel names, addresses and phone numbers. Include a link or attach a document with these details in your response.	Depart at 3:30 pm on Friday, 11/7 to YMCA Camp Ihduhapi. Stay in cabins for the weekend. Depart 11/9 at 11 am. Return back to high school around noon.
5. Final number of **student travelers**	11
6. Final number of **adult travelers who are paying their own way/fare.**	0
7. Final number of **adults travelers who are traveling with a free or reduced fare. [If any, include the amount by which their fare is reduced]**	2 total amount is paid through Robert St. Business Association Donation
8. Final number of **district employees (also include in #6 and #7 counts)**	1
9. **Ratio** of adults to students	
10. FINAL TOTAL of Number of Travelers (Adults and Students)	13
11. Have parents received detailed information about the cancellation policies and fees?	Yes
12. Is travel insurance through the tour company required OR optional for your travelers?	No

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13. Has the district completed background checks for **all** adults?	Yes
14. Is this a private tour, or will you be traveling with students from other schools? If so, please include the full roster of the adjoining group.	Private transportation to event. Staying with other high schools at the event
15. How will you communicate with travelers while on tour?	In person. Messaging via Remind if needed
16. How will you communicate with families back home/not on tour?	Email. Phone in an emergency.
17. What is your plan for those requiring medication?	One of the staff at the event is a PA. She is licensed to dispense meds

MJB Thrash — 10/7/2025

Staff Member's/Group Leader's Signature — Date

Required Approvals:

AD — 10/7/25

Principal Signature — Date

10/7/25

Superintendent/Designee Signature — Date

School Board Approval — Date Approved

Once this form has been signed by your site administrator, submit it to the Superintendent for review and approval. It will then require School Board approval. Once approved, a signed copy will be returned to you for your records.

LIAISON LAST NAME	LIAISON FIRST NAME	POSITION	SCHOOL						LIAISON CELL PHONE NUMBER			LIAISON EMAIL
Townsend	Mary Beth	Key Club Advisor	Two Rivers						651-247-8464			mary.townsend@isd197.org

				Mark Type of Traveler								
TRAVELER LAST NAME	TRAVELER FIRST NAME	AGE	SCHOOL ATTENDING	STUDENT	CHAPERONE	ADULT PAID TRAVELER	FREE SPOT?	TRAVEL INSURANCE?	STUDENT CELL PHONE	PARENT/EMERGENCY CONTACT NAME	PARENT PHONE	PARENT EMAIL
Markun	Leena	10th grade	Two Rivers	X				No	Will obtain prior to trip	Danielle Markun	(651)238-8217	dmarkun@outlook.com
Van Guilder	Lucy	10 10th grade	Two Rivers	X				No	Will obtain prior to trip	Craig VanGuilder	(651)247-4275	Craig.vanguilder@agribank.com
Larson	Vivian	9th grade	Two Rivers	X				No	Will obtain prior to trip	Brian Larson	(612)578-2030	brian@brianlarson.com
Carpenter	Audrey	9th grade	Two Rivers	X				No	Will obtain prior to trip	Bruce Carpenter	(815)245-1886	bruce.carpenter@isd197.org
Qiblawi	Zakia	9th grade	Two Rivers	X				No	Will obtain prior to trip	Jameel Qiblawi	(612)889-6972	jqiblawi@gmail.com
Benolken	Elizabeth	10 10th grade	Two Rivers	X				No	Will obtain prior to trip	Jennifer Benolken	(651)269-8706	jabenolken@gmail.com
Peterson	Leighton	9th grade	Two Rivers	X				No	Will obtain prior to trip	Patricia Peterson	(651)587-8138	petersontal@gmail.com
Riba	Molly	9th grade	Two Rivers	X				No	Will obtain prior to trip	Tara Riba	(651)248-9747	Tara.riba@isd197.org
Nyhus	Ella	9th grade	Two Rivers	X				No	Will obtain prior to trip	Steve Nyhus	(651)452-6792	swnyhus@yahoo.com
Bisanz	Anabella	10 10th grade	Two Rivers	X				No	Will obtain prior to trip	Alexander Bisanz	(651)895-5418	abisanz@reeapartments.com
Larrive	Nicholas	10 10th grade	Two Rivers	X				No	Will obtain prior to trip	Jenny Larrive	(651)341-7838	jfordham212@gmail.com
Townsend	Mary Beth	Adult	Two Rivers		X		x	No				
Probst	Jim	Adult	Two Rivers		X		x	No				