

## 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 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.

#### INSTRUCTIONAL TRIP ACTION

Principal:

- Approved  
 Not Approved

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

#### SUPPLEMENTAL TRIP ACTION

Principal:

- Approved  
 Not Approved

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office. EXTENDED TRIP ACTION**

#### EXTENDED TRIP ACTION

Principal:

- Recommended  
 Not recommended

Name: [Signature]  
Date: 10/24/18

Assistant Superintendent:

- Recommended  
 Not recommended

Name: [Signature]  
Date: 11/2/18

School Board:

- Approved  
 Not Approved

Name: \_\_\_\_\_  
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: October 10, 2018		
Type of Trip:	<input type="checkbox"/> Instructional <input type="checkbox"/> Supplementary	<input checked="" type="checkbox"/> <b>extended</b>
1. Organization/Grade/Course Planning Trip	HOSA 11th and 12th grade, Leadership Conference at Marriott Northwest, Brooklyn Park, MN	
2. Contact Person (Responsible for Checklist Completion):	Kimberly S. Olson, Denfeld and East Teacher	
3. Field Trip Date(s):	November 9, 2018 - November 10, 2018	
4. Field Trip Overview (Include events, establishments and locations):	Field trip request of state officer training and Spring Leadership Conference planning to enhance the leadership qualities of confident speakers and writers of HOSA and as representatives of ISD 709 Duluth team, Roberts Rule, leadership training and etiquette.	
5. Field Trip Departure from School (Date and Time): Return to School (Date and Time):	November 9th at 7:00 am (tentative) November 10th at 7:00 pm (tentative)	
6. Objectives of field trip:	Prepare state officers for their position and provide instruction for teamwork, leadership and exploring their leadership techniques.	
7. Relationship to Curriculum or Student Learning:	Leadership, teamwork, Program of Study and Career Pathways, Partnership for CTE, Implementing of Health Science Programs, increase effectiveness of teaching, legislative training, confident speaking and writing skills. REinforcement of skills taught and application of skills.	
8. Planned Follow-Up Field Trip Activities:	Midwinter, State and National Conferences for HOSA	
9. Field Trip Budget Request		

<b>Estimated Expenses</b>	
Total Admission/Fees	0
Total Meals (Breakfast, lunch and dinner)	\$125.00
Total Lodging	0
Total Transportation	\$165.00
School District Vehicle(s)	
Commercial Transportation Carrier ~ Name:	
Private Vehicle (requires certificate of insurance)	
Total Additional Stipends:	\$144.00
Other: Sub pay for 1 days	
<b>Total</b>	<b>\$454.00</b>

**Revenues**

District Budget	Code:01-380-005-428-000	\$259.00
Booster Group		
Donations		
Student Fees		\$195.00
Total Additional Stipends:		
<b>Total</b>		<b>\$454.00</b>

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.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- x Planned Itinerary

**TIME**

**LOCATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

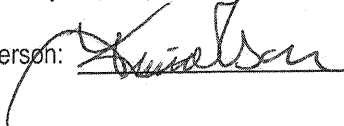
Awaiting itinerary form the state department \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

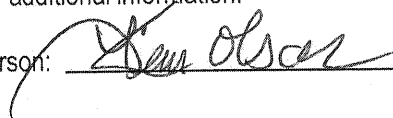
- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: 

### FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x 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: 

**2018-2019**  
**MN HOSA STATE OFFICER DATES**

November	9 <sup>th</sup> & 10 <sup>th</sup>	State Officer Training- <b>MANDATORY</b>	Marriott Northwest
November December January	29 <sup>th</sup> , 30 <sup>th</sup> , & 1 <sup>st</sup> 10 <sup>th</sup>	MRC Camp- Camp Ripley Metro Mid- Winter Competitive Events Day	Little Falls, MN Northeast Metro 916/ Century College- White Bear Lake, MN
January	4 <sup>th</sup>	Southeast MN Mid-Winter Competitive Events Day	Rochester Community College- Rochester, MN
February	TBD	Mid- Winter HOSA Activity (Possible MRC Training?)	Duluth, MN
February	17 <sup>th</sup> & 18 <sup>th</sup>	State Officer Conference Planning Meeting	Best Western Kelly Inn
February	4 <sup>th</sup> & 5 <sup>th</sup>	HOSA / State Officer Day at the Capitol	St. Paul, MN
March	28 <sup>th</sup> – 30 <sup>th</sup>	MN HOSA State Leadership Conference- <b>MANDATORY</b>	St. Cloud Best Western and Convention Center
June	19 <sup>th</sup> – 22 <sup>nd</sup>	International HOSA Leadership Conference	Orlando, FLA
September	14 <sup>th</sup> – 17 <sup>th</sup> Tentative dates	Washington Leadership Academy	Arlington, VA