

**OVER NIGHT and OUT OF STATE FIELD TRIP REQUEST FORM**  
**Independent School District 308**

Approval by the trip committee is needed before the school board will grant final approval. Trip plans should not be made until this approval is granted. This completed form should be returned to the Principal. Plan for at least 30 days turn around time at minimum.

Name of Organization FFA - Ag Club

Educational Benefit or Reason for Trip SDSU Little I competition,

Dates of Proposed Trip 3/27 - 3/29 Destination SDSU Brookings SD  
 (attach itinerary)

Number of Students Planning to Attend 16 Number of Chaperones 3

Name of Chaperones Richelle Kowalke, Stacey Offerdahl, Nic Podoll

Which chaperones have not had background checks? NONE

Cost to Each Student for the Trip ~~\$\$\$~~ only meals

Total Trip Cost Hotel - \$1500 Registration - Not known yet  
 (include hotel, subs, transportation, entrance fees, you may need to attach documentation)

How are funds to be raised? (Be as specific as possible) FFA Funded

What is the plan if not enough money is raised by the deadline? \_\_\_\_\_

What is the down payment required for the trip? Registration + hotel reserved

What type of transportation will be used? Vans or bus

What are the housing arrangements? Hotel

What is the plan for communicating with parents of the students involved? letter sent home when schedule is finalized  
 (attach letters, phone log, etc.)

What are the eligibility requirements, ie. Grade, behavior? Grade checks

Other comments to support the trip \_\_\_\_\_

I, Richelle Kowalke, understand and accept the risk of supervising students on this trip.

Signed: Richelle Kowalke Date: 2/13/25

Committee Approval: Yes No  
 Comments:

	Yes	No
GP	X	
BW		
BM	X	
SR	X	

Board Approval: Yes No  
 Comments