

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 Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

Instructional/Supplemental Trips need not be sent to District office.

EXTENDED TRIP ACTION

Principal: Recommended Name: Sue Lehna
 Not Recommended Date: 2-26-16

Assistant Superintendent: Recommended Name: A. Stangor
 Not Recommended Date: 3/2/16

School Board: Approved Name: _____
 Not Approved 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: 2-26-16

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Wolf Ridge Parent Group

2. Contact Person (Responsible for Checklist Completion): Robin Reckinger

3. Field Trip Date(s): March 11-13, 2016 Destination: Wolf Ridge ELC

4. Field Trip Overview (Include events, establishments and locations):
Environmental Ed @ Wolf Ridge ELC

5. Field Trip Departure from School (Date and Time): March 11, 2016 @ 2:45 pm.

Field Trip Return to School (Date and Time): March 13, 2016 @ 3:00 pm

6. Objectives of Field Trip: environmental ed and teamwork skills

7. Relationship to Curriculum or Student Learning: N/A

8. Planned Follow-up Field Trip Activities: N/A

9. Field Trip Budget Request N/A - Parent funded.

Estimated Expenses	
Total Admission/Fees	\$
Total Meals	\$
Total Lodging	\$
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$

Revenues	
District Budget Code:	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$

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.

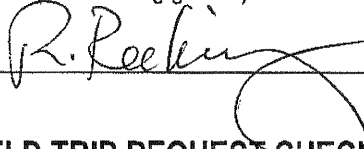
- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)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

TIME

LOCATION

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

Signature of Contact Person: _____



FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

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



ATTENTION 5TH GRADE LESTER PARK FAMILIES



You are invited to the Wolf Ridge FAMILY Information Night (yes, bring the kids) On Tuesday, November 10th at 7:00 PM, in the Lester Park Library.

Please come to hear all about the **5th grade trip to Wolf Ridge, March 11-13, 2016.**

- A trip to Wolf Ridge will leave your student with memories that will last a lifetime. Highlights of previous trips include the high ropes course, rock climbing, hiking, cross country skiing, snow shoeing, FUN classroom activities, and FUN team building games.
- The cost of the trip includes 3 days/2 nights lodging, transportation to and from the facility, meals, snacks, and all activities.
- Ideas are in the works and more will be needed to raise funds for scholarships, to defray the cost of transportation, snacks, and other incidentals.
- This trip is planned and coordinated 100% by parent volunteers. Please let us know where you might be willing to help and what talents you might be willing to share.
- Join the Facebook group "**Lester Park 5th Grade Wolf Ridge Trip**" or look under News/Info on the LP School Website, for the Wolf Ridge folder to find information regarding upcoming activities.

Payment Information:

- The total cost of the trip is \$135 per person (including chaperones).
- A deposit of \$30 is due to **Wolf Ridge Trust** by January 8, 2016. The deposit is non-refundable.
- Final payments may be made any time before January 29, 2016.
- All payments should be turned into the office at Lester Park in an envelope marked "Wolf Ridge."
- Please contact the principal, Sue Lehna, if you would like more information regarding scholarships. We are hoping that all students may participate.

Wolf Ridge Payment Slip (circle one)

Name (student attending) _____ Teacher: Krafthefer Kyyhkynen Spehar
Name (Parent/Guardian if attending) _____

The down payment of \$30 per person can be made out to **Wolf Ridge Trust**. I understand that this down payment is non-refundable and that the **final payment is due by January 29**. You can also elect to pay the entire amount of \$135 per person.

Name (Parent/Guardian) _____

Address _____

Phone _____ E-mail _____

Check amount _____ Check number _____ Donation/Scholarship Amount _____

Yes, I am interested in working on the Wolf Ridge Parent Planning Committee.

Yes, I am interested in volunteering with fundraising.

Do you have special skills to offer at Wolf Ridge as a volunteer that we can draw on?

Teacher Willingness to Lead a Class Conservationist Military Background

Youth Leadership Experience (Boy/Girl Scouts, Church Youth Leader Etc.) Medical

Other: _____

Do you have a community connection or resources that could help the kids get to Wolf Ridge?

Bus Driver Business Donation Truck/Enclosed trailer

Rootbeer, Ice Cream, DJ, Pizza, etc Scholarship Sponsorship

Please fill out the volunteer information even if you are not ready to make a deposit yet.

Please contact Robin at rjikhilken@gmail.com if you have any questions.

Notes from Tuesday's Wolf Ridge Meeting

Trip Details and Logistics...

- March 11-13, 2016 – leave Friday after school and return mid-afternoon Sunday
- Two school busses – WE ARE STILL IN NEED OF A COVERED TRAILER TO HAUL THE KIDS' BAGS AND BEDDING. Do you have one or know of one that we could use?
- Trip cost - \$135/person (including chaperones). Cost covers food, lodging and classes
- \$30 deposit per person is due January 9. Final payment is due Jan 29.

Fundraisers ...

We need to raise additional money to defray the cost of busses, snacks, incidentals and scholarships. Our goal is to have 100% participation among the 5th graders!

Scheduled fundraisers include...

- **Root beer float sales** - at dance
- **Wolf Ridge Calendars** – These are a fantastic fundraising opportunity as we retain over 75% profit! They are beautifully photographed and high quality and would make great Christmas gifts. If you would like to pick up some for gifts or to sell at your place of employment please contact **Robin Reckinger at rjkhilken@gmail.com**. We just ask that you pay for them when you take them so the Wolf Ridge Fund doesn't have to float this cost.
- **Fill the Boot** – We will be filling the boot at the Dec. 1 craft fair and the AM and PM Holiday program
- **All School Dance** – a Friday evening in mid to late January or early February
- **T-shirt sales** – after Christmas

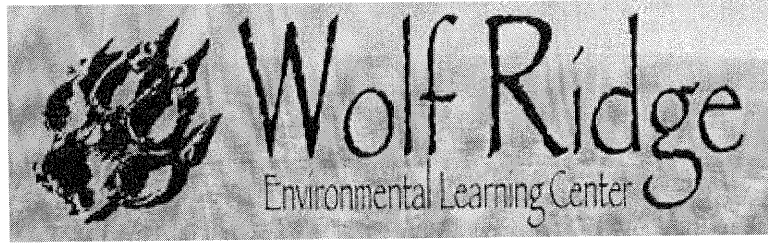
Additional fundraiser idea if we need it...

- Spaghetti dinner – Anyone want to take this pasta pleaser on?

Our fundraising goal is \$2500. This may sound lofty but it is only the equivalent of 167 calendar sales and if we incorporate the above-listed fundraisers with your help we can easily make this happen!

We are actively looking for parent volunteers to help in various ways! Please let us know if you can assist. It takes a village to send 90 kids to Wolf Ridge!

We would love to have a large group of parent chaperones! In the past we have had a 2:1 student to chaperon ratio!



WOLF RIDGE HAPPENINGS

For those who were able to make it to the Wolf Ridge meeting on Tuesday night - thank you! And for those who didn't make it - don't worry - there is plenty of time to stay informed. The planning committee is excited to announce that the students have a chance to sell beautiful Wolf Ridge Calendars as our first fundraiser. This fundraiser is to help pay for the buses as well as offer scholarships for those in need. It truly takes a village and we ask that all 5th grade families take part in this process.

The students will sell the calendars for \$20.00 each and it is recommended that you begin with ordering three to five calendars. Remember they make great gifts too! It is best that the committee have a ballpark number of calendars that we will need before ordering. Also, we must have payment before you receive your calendars. Please contact Angie Lussier or Robin Reckinger for your calendars.

Robin Reckinger - rjkhilen@gmail.com or [218.269.6990](tel:218.269.6990)
Angie Lussier - angies-crew@hotmail.com or [218.428.3263](tel:218.428.3263)



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Assumption of Risk and Liability Release

Participant's Name: _____ Birth Date: _____

School/Group Name: _____

Participant is a: student parent teacher other _____

As a parent/guardian of the above named child in the above noted group at Wolf Ridge ELC, I acknowledge and am aware that this program involves certain inherent risks which I accept. These risks may include injuries relating to, but not limited to, walking on uneven trails with elevation gains of up to 500 feet in various weather conditions, canoeing (spring, summer and fall), cross country skiing and snowshoeing (winter), rock climbing and belaying, and participating in a high ropes course activity, weather and other peoples' actions. Following appropriate medical consultation, I hereby certify that my child is fully capable of participating in the activities. In the event of an emergency, I authorize treatment by school/group staff, Wolf Ridge staff, and emergency medical personnel.

Accordingly, I hereby release the above noted group and Wolf Ridge ELC, including all of their personnel, agents, affiliates, staff and directors, from any and all claims and liabilities with respect to injury, sickness, disease, loss or damage sustained by the above named child. This release applies to any and all liabilities to me or my estate, of any description, whether arising from ordinary negligence or otherwise, and whether involving fees and expenses of any kind. In the event that some other person or entity seeks compensation for these released liabilities, I, or my estate, will indemnify and hold harmless the above noted group and Wolf Ridge ELC for all sums incurred in response to that claim. This release is to be interpreted and enforced under Minnesota law.

I authorize Wolf Ridge ELC to use any photos and videos taken during the visit to Wolf Ridge in publicity materials for Wolf Ridge ELC.

Parent/Guardian Signature _____ Date _____

SIGNER NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

EMAIL _____