

A World-Class Community of Learners

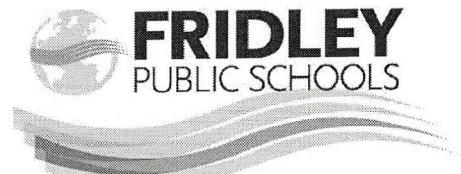
**School Board Approval
of Overnight Field Trip**

**Any staff requesting an overnight field trip activity for students are required to get advance
School Board approval before advertising to students and parents.**

Completed by	Jennifer Bardenpratt	Subject area	Robotics	Date of request	2/1/2026
Name of school and staff member(s) planning trip			Andrea Mulry		
Name and address of outside sponsoring group N/A			Name of travel agent selected N/A		
List fees or expenses that will be paid by the travel agent to the staff member N/A			What are the limits of liability by travel agent? (attach copy of insurance statement) N/A		
Number of students on trip 13			Number of school days missed 2		
Educational objectives of proposed trip			To compete in Iowa Regional FIRST robotics competition		
Location of trip (city, state, country) Cedar Falls, Iowa, USA		Dates of trip March 25-29, 2026		Events (if any) Iowa Regional Robotics Competition	
Number of staff attending 2 coaches, 2 volunteer mentors		Number of parents attending as chaperones 0		Who pays for staff and parent expenses? Robotics Team	
Expenses paid by district \$0		Will the district provide a substitute? yes		How many days? 5	
Cost per student \$1,500 for competition fees, hotel, and food. Not including bus fees		Expenses paid by fund-raising or sponsor \$ALL (minus student expenses and fee)		Expenses paid by students \$0 per student	
Special travel and lodging arrangements Stay at Holiday Inn Express & Suites in Cedar Falls/Waterloo Iowa, travel via bus with trailer		Itinerary (including dates)		Attached	
Will you include information that will be provided to parents/students for advertising the trip?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached	Will you complete parent approval for students to receive emergency needed treatment?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached
Will be brought to the School Board for action at the School Board meeting date? February 17,2026					

Approved by:

Principal		Superintendent
Date	2/13/26	Date



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List fees or expenses that will be paid by the travel agent to the staff member N/A		What are the limits of liability by travel agent? (attach copy of insurance statement) N/A			
Number of students on trip 13		Number of school days missed 2			
Educational objectives of proposed trip		To compete in Northern Lights Regional FIRST robotics competition			
Location of trip (city, state, country) Duluth, MN, USA		Dates of trip March 4-7, 2026		Events (if any) Northern Lights Regional Robotics Competition	
Number of staff attending 2 coaches, 2 volunteer mentors		Number of parents attending as chaperones 0		Who pays for staff and parent expenses? Robotics Team	
Expenses paid by district \$0		Will the district provide a substitute? yes		How many days? 5	
Cost per student \$1,500 for competition fees, hotel, and food. Not including bus fees		Expenses paid by fund-raising or sponsor \$ALL (minus student expenses and fee)		Expenses paid by students \$0 per student	
Special travel and lodging arrangements Stay at Lift Bridge in Duluth, MN, travel via bus with trailer		Itinerary (including dates)		Attached	
Will you include information that will be provided to parents/students for advertising the trip?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached	Will you complete parent approval for students to receive emergency needed treatment?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attached
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