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.

Business Professionals of America - Fall Leadership Conference November 2-3, 2014

**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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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.

<u>Extended Trips Within Minnesota</u>, the <u>Continental United States</u>, or a <u>Foreign Country</u> - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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:	☐ Approve	ed Na	ame:	
	☐ Not App	proved Da	ate:	
SUPPLEMENTAL TRIP ACTION	NC			
Principal:	☐ Approve	ed Na	ame:	
	☐ Not App	proved Da	ate:	
Instruc	ctional/Supple	mental Trips need n	ot be sent to District office.	
EXTENDED TRIP ACTION				
Principal:	☐ Recom	mended N	ame:	
	☐ Not Red	commended D	ate:	
			Sp. ()	
Assistant Superintendent:	Recom	mended N	ame: taufard	
	☐ Not Re	commended D	ate: 10 19 19	
,				
School Board:	☐ Approv	ed N	ame:	
	☐ Not App	proved D	ate:	
All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.				

ั๊ง		FIELD	I KIP KEQU	ESIFU	KIVI		
Date	of Submission:						
Туре	e of Trip:		Supplementary		Extended		
1.	Organization/Grade/Course Plannin	ng Trip: <u>Busir</u>	ness Professiona	ls Of Amer	ica 9-12 Grade	Business-Marketing Education	<u>l</u>
2.	Contact Person (Responsible for Ch	necklist Com	pletion): Peggy E	hlert			
3.	Field Trip Date(s): 11-2-14 to 11-3-14 Destination: Hyatt Regency Minneapolis: 1300 Nicollet Mall; Mpls, MN			MN			
4. <u>Trair</u>	Field Trip Overview (Include events ning – Hyatt Regency Minneapolis	, establishme	ents and location	s): Busines	s Professional	s of America Fall Leadership	
5.	Field Trip Departure from School (D	ate and Time	e): November 2,	2014 8 am	<u>l</u>		
	Field Trip Return to School (Date ar	nd Time): N	ovember 3, 2014	6 pm			
6.	Objectives of Field Trip: BPA give to know to survive and succeed in the workforce through the advancement	he years ahe	ad. BPA's missi	on is to cor	ntribute to the p		<u>reed</u>
7.	Relationship to Curriculum or Stude Professionals of America. The goal workplace skills learned through bu broaden knowledge, skills, and attit receive recognition.  Planned Follow-up Field Trip Activit continue on to State Business Profe America Competition.	of the progra siness educa udes; expand ties: After le	am is to provide a ation curricula. St d leadership and adership training	all business udents will human rela	students with demonstrate ation skills; der	the opportunity to demonstrate occupational competencies; monstrate a competitive spirit; a degion Competition and then will	nd
9.	Field Trip Budget Request	-		<del></del>			
	Total Admission/Fees		Estimated Ex	penses		\$ 35.00 per student	
	Total Meals			:		\$ 20.00 per student	
	Total Lodging \$129.00 plus 13.4%	6 tax (129.00	+17.30 = 146.30	))		\$ 48.76 (3 room) per student	
	Total Transportation  School District Vehicle(s)  Commercial Transportati Rental Vehicle – Enterpr 301 East Central Entran	ise Rent-A-C	ar www.enterpri	se.com	ols	\$116.00 \$29 (3 students, 1 advisor) Rental \$96 two days plus tax Parking \$20 day	
	Total Additional Stipends:			AA-44		\$	
	Other: Dues For The Year					\$ 15.00	
	Total					\$ 147.76	

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

11.	Reviewed/Completed Request Checklist:		Yes		No
	RETUR	N COMPLETE	D REQUEST TO	O RIUI DING F	PRINCIPA

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.)				
	Plan Arrangements for Early Pick-Up or Late Drop-Off Students (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) <b>Guide:</b> 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)				
Sigr	nature 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				
Ш.	Collect Family Emergency Information for Students  Example: Home phone numbers, emergency contacts, medical information				
	Additional Information  Note: Provide any additional information.				
Sig	nature of Contact Person: Peggy Ehlert, Advisor BPA, September 5, 2014				

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at EAST. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

# Business Professionals of America - Region Leadership Conference January 22, 23, 2015

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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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.

<u>Extended Trips Within Minnesota</u>, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTIO	ON .	
Principal:	☐ Approved	Name:
	☐ Not Approved	Date:
SUPPLEMENTAL TRIP ACTIO		
Principal:	☐ Approved	Name:
	☐ Not Approved	Date:
	tional/Supplemental Trips n	need not be sent to District office.
EXTENDED TRIP ACTION		
Principal:	☐ Recommended	Name:
Principal:	<ul><li>☐ Recommended</li><li>☐ Not Recommended</li></ul>	Date:
Principal:  Assistant Superintendent:		
·	☐ Not Recommended	Date:
·	<ul><li>□ Not Recommended</li><li>□ Recommended</li></ul>	Date: Name: Craufor

Date	of Submission:			
	e of Trip:   Instructional   Supplementary   Extended			
1.	Organization/Grade/Course Planning Trip: Business Professionals Of America 9-12 Grade Business Education			
2.	Contact Person (Responsible for Checklist Completion): Peggy Ehlert			
3.	Field Trip Date(s): January 22, 23, 2015 Destination: Grand Rapids Minnesota			
4.	Field Trip Overview (Include events, establishments and locations): Region V Business F	Professionals of America		
τ.	Competition: District 318 Administration Building; 820 NW First Avenue; Grand Rapids, MN Hotel: Timberlake Lodge; 144SouthEast 17th Street; Grand Rapids, MN 55744; 218-362-26	N 55744; 218.327.5700		
5.	Field Trip Departure from School (Date and Time): January 22, 2015 at 5:30 am			
	Field Trip Return to School (Date and Time): January 23, 2015 at 4 pm			
6.	Objectives of Field Trip: Allow students to test classroom business practice learning in members a winning edge in the competitive world of business by teaching them what they succeed in the years ahead. BPA's mission is to contribute to the preparation of a world-cadvancement of leadership, citizenship, academic, and technological skills.	need to know to survive and		
7.	Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Prograt Professionals of America. The goal of the program is to provide all business students with workplace skills learned through business education curricula. Students will: demonstrate broaden knowledge, skills, and attitudes; expand leadership and human relation skills; der receive recognition.  Planned Follow-up Field Trip Activities: Student who place at Region Competition will comprofessionals Of America Competition and then onto National Business Professionals Of	the opportunity to demonstrate occupational competencies; monstrate a competitive spirit; and national on to State Business		
		America Competition.		
9.	Field Trip Budget Request			
	Total Admission/Fees  Estimated Expenses	\$ 30.00 per student		
	Total Meals	\$ 20.00 per student		
	Total Lodging	\$ 36.29 (3 room)		
		per student		
	Total Transportation	\$750.00 bus		
	☐ School District Vehicle(s)	(20 Students )		
	<ul> <li>☑ Commercial Transportation Carrier ~ Name: Duluth Public Schools</li> <li>☐ Private Vehicle (requires certificate of insurance) ~ Name:</li> </ul>	\$ 37.50 per student		
	Total Additional Stipends:	\$		
	Other: Dues For The Year	\$ 15.00		
	Total	\$ 138.79		
	<b>D</b>			
	Revenues  District Budget   Code			
	District Budget   Code: \$ Booster Group \$			
	Booster Group \$ Donations \$			
	Student Fees \$			
	Total Additional Stipends:			
	Total \$			
	( V )   W			
11.	Reviewed/Completed Request Checklist: Yes No RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL			

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
	<del></del>
	Maintain Student Roster and Check-in/Check-out Procedure
一	Arrangement for Safety Needs (i.e. crossing guards)
	Analysement for callety reseas (i.e. crossing guards)
Sign	ature of Contact Person:
Oigi	addition of contact 1 cross.
	FIELD TRIP REQUEST CHECKLIST - Extended Trip Only
	DIRECTIONS: Please complete checklist and attach all appropriate materials.
	Diffico fronto. Flease complete officialist 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
一	Arrange Meal Plans
一	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.
Sigr	nature of Contact Person: Peggy Ehlert, BPA Advisor, September 5, 2014

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at EAST. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

## Business Professionals of America - Spring Leadership Conference March 11-14, 2015

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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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	ON			
Principal:	☐ Approved	Name:		
	☐ Not Approved	Date:		
Instruc	ctional/Supplemental Trips	need not be sent to District office.		
EXTENDED TRIP ACTION				
Principal:	☐ Recommended	Name:		
	☐ Not Recommended	Date:		
		Crawbon V		
Assistant Superintendent:	Recommended	Name:		
	□ Not Recommended	Date:		
School Board:	☐ Approved	Name:		
School board.				
	☐ Not Approved	Date: ———		
All extended trip propo		ssistant Superintendent's Office to be placed on the		
	Education Committee me	eeting agenda for approval.		

Date	e of Submission:				
Гуре	e of Trip:	entary	☑ Extended		
1.	Organization/Grade/Course Planning Trip: Business Profe	essionals Of An	merica 9-12 Grade Business Education		
2.	Contact Person (Responsible for Checklist Completion): Peggy Ehlert				
3.	Field Trip Date(s): March 11-14, 2015 Destination: Minneapolis, Minnesota				
4.	Field Trip Overview (Include events, establishments and locations): State Business Professionals of America Competition: Hyatt Regency Minneapolis; 1300 Nicollet Mall; Minneapolis, Minnesota; 612-370-1234				
5.	Field Trip Departure from School (Date and Time): March	11, 2015 at 4:	30 pm		
	Field Trip Return to School (Date and Time): March 14, 2				
6.	Objectives of Field Trip: Allow students to test classroomembers a winning edge in the competitive world of busing succeed in the years ahead. BPA's mission is to contribute advancement of leadership, citizenship, academic, and test	ness by teachir Ite to the prepa	ng them what they need to know to survive and aration of a world-class workforce through the	<u>e</u>	
7.	Relationship to Curriculum or Student Learning: The Wor Professionals of America. The goal of the program is to prove workplace skills learned through business education curricular broaden knowledge, skills, and attitudes; expand leaderships the skills of the skills o	rovide all busin icula. Students	ness students with the opportunity to demonstrative will: demonstrate occupational competencies;	<u>te</u>	
	receive recognition.	THE UTIL HUMAN	Tolation office a compositive opinio	und	
9.	Planned Follow-up Field Trip Activities: Student who place Professionals Of America Competition and then onto National Trip Budget Request	tional Business	Professionals Of America Competition.	7	
		ed Expense		-	
	Total Admission/Fees		\$ 70.00 per student	-	
	Total Meals		\$ 60.00 per student	4	
	Total Lodging		\$ 130.14 (4 room) per student		
	Total Transportation		\$850.00 bus	1	
	School District Vehicle(s)		(10 Students)		
	☐ Commercial Transportation Carrier ~ Name: Duluth				
	☐ Private Vehicle (requires certificate of insurance) ~	Name:			
	Total Additional Stipends:		\$	1	
	Other:				
	Total		\$ 345.14		
	Dononno				
	Revenues				
	District Budget   Code: \$				
	Booster Group \$				
	Donations \$				
	Student Fees \$				
	Total Additional Stipends: \$				
	Total \$				
11.	Reviewed/Completed Request Checklist: Ye		NO ING PRINCIPAL		

DIRECTIONS: Please complete checklist. No attachments are necessary.

	Develop and Communicate Student Discipline Expectations				
_	<ul> <li>Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians</li> <li>Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies,</li> </ul>				
	medications, special needs.)				
_					
	Gain Access to Cell Phone for Field Trip  Plan Arrangements for Forty Bick Lines Late Drap Off Students (if possessory)				
	Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).				
$\overline{}$	Guide: May choose to leave message on school voice mail to help with late drop off.				
	Plan Meal Arrangements (if necessary)				
$\overline{}$	Reminder: Notify food service of non-participation.				
	Plan Administration of Student Medication and First Aid Needs (if necessary) <b>Guide:</b> Contact School Nurse.				
	Develop and Communicate Action Plan if Student Gets Lost on Trip				
ш	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.				
ш	Develop and Communicate Teacher and Adult Chaperone Expectations <b>Example:</b> Supervision duties, no smoking, no alcohol				
	Planned Itinerary				
ш	riaineu ilinerary				
	TIME LOCATION				
	Maintain Student Roster and Check-in/Check-out Procedure				
	Arrangement for Safety Needs (i.e. crossing guards)				
Sign	nature 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.				
Sigr	nature of Contact Person: Peggy Ehlert, BPA Advisor, September 5, 2014				

Business Professionals of America is a national organization for high schools students preparing for career in business and computer occupations. The organization's activities and programs complement classroom instruction by giving students practical experience through applications of the skills learned at EAST. Business Professionals of America acts as a cohesive agent in the nationwide networking of education, business and industry, and is contributing to the preparation for a world-class workforce through the advancement of leadership, citizenship, and technological skills. Business Professional of America, education is a lifelong experience. Members experience activities such as community safety projects, public relations efforts, leadership conference participation, competitive events participation, projects undertaken in order to complete requirement of the Special Recognition Awards Program.

# Business Professionals of America - National Leadership Conference May 5-10, 2015

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:**

<u>Instructional Trips</u> - 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.

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Extended Trips Within Minnesota, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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	ON			
Principal:	Approved	Name:		
	☐ Not Approved	Date:		
Instruc	ctional/Supplemental Tr	ips need not be sent to District office.		
EXTENDED TRIP ACTION				
Principal:	☐ Recommended	Name:		
	☐ Not Recommended	ed Date:		
		Name Crawford		
Assistant Superintendent:	☐ Recommended	Name		
	☐ Not Recommende	ed Date:		
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.				

Date	e of Submission:						
Туре	e of Trip:						
1.	Organization/Grade/Course Planning Trip: Business Professionals Of America 8-12 Grade	de Business Education					
2.	Contact Person (Responsible for Checklist Completion): Peggy Ehlert						
3.	Field Trip Date(s): May 5-10, 2015 Destination: Anaheim California						
		Drefessionals of America					
4. <u>Com</u>	Field Trip Overview (Include events, establishments and locations): National Business petition: Hilton Anaheim: 777 West Convention Way: Anaheim, CA 92802: 714.750.432						
5.	Field Trip Departure from School (Date and Time): May 5, 2015 at 6:30 am						
	Field Trip Return to School (Date and Time): May 10, 2015 at 11 pm						
6.	Objectives of Field Trip: Allow students to test classroom business practice learning in members a winning edge in the competitive world of business by teaching them what the succeed in the years ahead. BPA's mission is to contribute to the preparation of a world advancement of leadership, citizenship, academic, and technological skills.	ey need to know to survive and					
7.	Relationship to Curriculum or Student Learning: The Workplace Skills Assessment Progressionals of America. The goal of the program is to provide all business students will workplace skills learned through business education curricula. Students will: demonstrate broaden knowledge, skills, and attitudes; expand leadership and human relation skills; descrive recognition.  Planned Follow-up Field Trip Activities: Student who place at Region Competition will of Professionals Of America Competition and then onto National Business Professionals Of	th the opportunity to demonstrate te occupational competencies; lemonstrate a competitive spirit; and continue on to State Business					
9.	Field Trip Budget Request						
	Estimated Expenses						
	Total Admission/Fees	\$ 115.00 per student					
	Total Meals	\$ 120.00 per student					
	Total Lodging \$197.00 per night plus 17% tax plus \$1.17 Fee (231.66) * 5 Nights =	\$ 386.10 (3 room)					
	\$1,158.30 / 3 = \$386.10	per student					
	Total Transportation	\$453.20 Airfare					
	<ul> <li>□ School District Vehicle(s)</li> <li>☑ Commercial Transportation Carrier ~ Name: Airfare - Delta</li> </ul>	\$ 50.00 Ground Transportation To And					
	Private Vehicle (requires certificate of insurance) ~ Name:	From Hotel					
	Total Additional Stipends:	\$					
	Other:	\$					
	Total	\$ 1,124.30					
	Revenues  District Budget   Code:						
	District Budget   Code: \$ Booster Group \$						
	Booster Group \$ Donations \$						
	Total Additional Stipends: \$ Total \$						
	i oui						

11. Reviewed/Completed Request Checklist: Yes No RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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
Ш	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)
Sign	nature 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
	9-5-14
Sigr	nature of Contact Person:

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**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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTI	ON	
Principal:	Approved	Name:
	☐ Not Approved	Date:
SUPPLEMENTAL TRIP ACTI	ON	
Principal:	Approved	Name:
·	☐ Not Approved	Date:
Instru	ctional/Supplemental Trips r	need not be sent to District office.
EXTENDED/EXTERNALLY S	PONSORED TRIP ACTION	0: 0
Principal:	Recommended	Name: Jan Clindy
	□ Not Recommended	Date: 9-2-14
Assistant Superintendent:	<ul><li>☐ Recommended</li><li>☐ Not Recommended</li></ul>	Name: Crawford Date: 10/9/14
School Board:	☐ Approved	Name:
	□ Not Approved	Date:
All extended trip propo	esals must be sent to the Ass Education Committee mee	sistant Superintendent's Office to be placed on the eting agenda for approval.

/pe of Trip:	nstructional   Supplementary	/ 🗆 Extended 🗀 E	xternally Sponsored*
	ourse Planning Trip: HOSA 11th	•	
•			
• •	onsible for Checklist Completion): Ki		
	Nov. 6th and 7th 2012/15	Destination: Holiday Inn	
Field Trip Overview (Ir	clude events, establishments and lo	cations): Run students for sta	te officer positions and to br
ong voting delegates. Le	ssons in leadership, parliamentary p	rocedures and career develops	ment.
Field Trip Departure fr	om School (Date and Time): Nov. 6	th @ 0700	
Field Trip Return to So	chool (Date and Time): November 7th	@ 0700pm	
Objectives of Field Tri	o: - 3 to4 students to run for State O	Office and 3-4 students to attend	d as voting delegates total of
7 students and one a			
<b>4</b> .			
	p Activities. Midw <del>inter, State and Na</del>	ational Conferences for HOSA.	Service project for America
eart.		ational Conferences for HOSA.	Service project for America
			Service project for America
eart. Field Trip Budget Req	uest	Expenses	\$ 55.00
eart.  Field Trip Budget Req  Total Admission/Fee	uest Estimated	Expenses	\$ 55.00 each
eart. Field Trip Budget Req Total Admission/Fee	uest Estimated	Expenses	\$ 55.00 each \$32.00
eart.  Field Trip Budget Req  Total Admission/Fee	uest Estimated s\$440.00- 7 students and 1 Advisor	Expenses	\$ 55.00 each
eart.  Field Trip Budget Req  Total Admission/Fee  Total Meals  Total Lodging  Total Transportation  X School District Ve	uest Estimated s\$440.00- 7 students and 1 Advisor	Expenses	\$ 55.00 each \$32.00 \$101.13
Total Meals Total Lodging Total Transportation X School District Ve	uest  Estimated s\$440.00- 7 students and 1 Advisor chicle(s) VAN ansportation Carrier ~ Name:	Expenses	\$ 55.00 each \$32.00 \$101.13
Total Meals Total Lodging Total Transportation X School District Ve	uest Estimated s\$440.00- 7 students and 1 Advisor	Expenses	\$ 55.00 each \$32.00 \$101.13
Total Admission/Fee  Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle	ehicle(s) VAN Insportation Carrier ~ Name:  (requires certificate of insurance) ~ Needs:	Expenses	\$ 55.00 each \$32.00 \$101.13 \$180.00
Field Trip Budget Req Total Admission/Fee Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle Total Additional Stip Other: Students are	ehicle(s) VAN Insportation Carrier ~ Name:  (requires certificate of insurance) ~ Needs:	Expenses	\$ 55.00 each \$32.00 \$101.13 \$180.00
Total Admission/Fee  Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle	ehicle(s) VAN Insportation Carrier ~ Name:  (requires certificate of insurance) ~ Needs:	Expenses	\$ 55.00 each \$32.00 \$101.13 \$180.00
Field Trip Budget Req Total Admission/Fee Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle Total Additional Stip Other: Students are	Estimated s\$440.00- 7 students and 1 Advisor  chicle(s) VAN ansportation Carrier ~ Name: (requires certificate of insurance) ~ Needs:	Expenses  Name:	\$ 55.00 each \$32.00 \$101.13 \$180.00 \$-0- \$-0- \$-0- \$
Field Trip Budget Req Total Admission/Fee Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle Total Additional Stip Other: Students are	Estimated s\$440.00- 7 students and 1 Advisor  chicle(s) VAN ansportation Carrier ~ Name: (requires certificate of insurance) ~ Nends: ends: eself-pay	Expenses  Name:	\$ 55.00 each \$32.00 \$101.13 \$180.00 \$-0- \$-0- \$-0- \$
Field Trip Budget Req Total Admission/Fee Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle Total Additional Stip Other: Students are	Estimated s\$440.00- 7 students and 1 Advisor  chicle(s) VAN ansportation Carrier ~ Name: (requires certificate of insurance) ~ Nends: eself-pay  Reve District Budget   Code:   Code Booster Group	Name:s	\$ 55.00 each \$32.00 \$101.13 \$180.00
Field Trip Budget Req Total Admission/Fee Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle Total Additional Stip Other: Students are	Estimated  ### S\$440.00- 7 students and 1 Advisor  Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Estima	Name:ssssssssss_	\$ 55.00 each \$32.00 \$101.13 \$180.00 \$-0- \$-0- \$-0- \$
Field Trip Budget Req Total Admission/Fee Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle Total Additional Stip Other: Students are	Estimated s\$440.00- 7 students and 1 Advisor  chicle(s) VAN ansportation Carrier ~ Name: (requires certificate of insurance) ~ Nends: ends: ends: Self-pay  Reve  District Budget   Code: Fees  Booster Group Donations Student Fees	Name:superior state of the state of th	\$ 55.00 each \$32.00 \$101.13 \$180.00 \$-0- \$-0- \$-0- \$
Field Trip Budget Req Total Admission/Fee Total Meals Total Lodging Total Transportation X School District Ve Commercial Tra Private Vehicle Total Additional Stip Other: Students are	Estimated  ### S\$440.00- 7 students and 1 Advisor  Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### (requires certificate of insurance) ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Phicle(s) VAN Insportation Carrier ~ Name:  ### Estimated  ### Estima	Name:ssssssssss_	\$ 55.00 each \$32.00 \$101.13 \$180.00 \$-0- \$-0- \$-0- \$

<sup>\*</sup>The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

DIRECTIONS: Please complete checklist. No attachments are necessary.

	Χ	Develor	and	Communicat	e Student	Disci	pline (	Expecta	tions
--	---	---------	-----	------------	-----------	-------	---------	---------	-------

- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians Χ
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information i.e. allergies, Χ medications, special needs.)
- Gain Access to Cell Phone for Field Trip Χ
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary). Χ

Guide: May choose to leave message on school voice mail to help with late drop off.

Plan Meal Arrangements (if necessary) Χ

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 Х
- 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	WAITING FOR	FROM STATE
--	-------------------	-------------	------------

TIME	LOCATION	

- Χ Maintain Student Roster and Check-in/Check-out Procedure
- Χ 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.

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

**Example:** Home phone numbers, emergency contacts, medical information

Χ Additional Information

> Note: Provide any additional information Soubuly olsen

Signature of Contact Person:

# 2014-2015 MN HOSA Events and Activities- Dates, Locations, and Costs

Date	Event	Location	Registration/Hotel/ Travel
October 9 <sup>th</sup> - 11 <sup>th</sup>	MN HOSA MRC Emergency Preparedness Camp	Camp Ripley- Little Falls, MN	\$50.00
October 23 <sup>rd</sup> - 24 <sup>th</sup>	Teacher Workshop- Teaching Tips with Starla	Dept of Education- Roseville	Registration-\$200.00 Hotel- TBD if needed
November 6 <sup>th</sup> - 7 <sup>th</sup>	MN HOSA Fall Conference	St. Paul- Holiday Inn	Registration-\$45.00 Hotel- \$101.13/room
December 5 <sup>th</sup> - 6 <sup>th</sup>	MN HOSA State Officer Training/ MRC Orientation/ Training (new members)	St. Cloud- Best Western Kelly Inn	MRC Training- \$20.00
January 8 <sup>th</sup>	Metro Mid -Winter Competitive Events Day	Argosy University- Eagan	\$20.00
January 9 <sup>th</sup>	South East MN Mid- Winter Competitive Events Day	RCTC- Rochester	\$20.00
January 23 <sup>rd</sup> (Subject to change)	North East MN Mid- Winter Competitive Events Day	Duluth-	\$20.00
March 14 <sup>th</sup>	State Officer Meeting  - Conference Planning (State Officers Only)	St. Paul- Holiday Inn	NC
April 8 <sup>th</sup> - 10 <sup>th</sup>	2015 MN HOSA State Leadership Conference	Best Western Kelly Inn & Civic Center- St. Cloud	Registration-\$100.00 Hotel- \$89.00/night
June 24 <sup>th</sup> - 27 <sup>th</sup>	2015 National HOSA Leadership Conference	Anaheim, California	Registration-\$90.00 Hotel- \$180.00/night (EST) Airfare- \$500.00 (EST)



Stepping up to the Challenge

Making the Best of what HOSA has to offer and making it Happen Today for Your Future Tomorrow!

Ottober terin

# 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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) 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	ON			
Principal:	☐ Appro	oved	Name:	
	☐ Not A	pproved	Date:	
SUPPLEMENTAL TRIP ACTION	ON			
Principal: 📡	☐ Appro	oved ,	Name:	
	☐ Not A	pproved	Date:	s¢.
Instruc	tional/Supp	lemental Trips nee	d not be	sent to District office.
EXTENDED/EXTERNALLY S	PONSORED	TRIP ACTION		
Principal:	Reco	mmended	Name:	Jan auch
	☐ Not R	ecommended	Date:	9-2-14
				Crawber &
Assistant Superintendent:	Reco	mmended	Name:	100
	☐ Not R	ecommended	Date:	10/9/19
School Board:	☐ Appro	oved	Name:	
	☐ Not A	pproved	Date:	*
All extended trip propo		e sent to the Assist Committee meeting		erintendent's Office to be placed on the a for approval.

Officer train

### FIELD TRIP REQUEST FORM

Date	of Submission:
Туре	of Trip: x Instructional  Supplementary x Extended  Externally Sponsored*
1.	Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade
2.	Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3.	Field Trip Date(s): December 5-6,2014 Destination: Best Western Kelly Inn. St. Cloud. MN
4.	Field Trip Overview (Include events, establishments and locations <u>Eield Trip request of state officer training and Spring</u>
	Leadership Conference planning to enhance the leadership qualities for confident speakers and writers for HOSA and as
	representatives for ISD 709, Duluth.eam building, Etiquette.
5.	Field Trip Departure from School (Date and Time): Dec. 5th @ 0700 am Tentative time
	Field Trip Return to School (Date and Time): Dec. 6th @ 0700pm Tentative time
6.	Objectives of Field Trip: See attached forms from last year event. Prepare state officers for their position and provide
instr	uction for teamwork, leadership and exploring their leadership techniques.
	Relationship to Curriculum or Student Learning: Leadership, teamwork, Program of Study and Career Pathways, nership for CTE, Implementing of Health Science Programs, Increase effectiveness of teaching, Legislative training, ident 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

Estimated Expenses				
Total Admission/Fees	\$0			
Total Meals	\$32.00			
	district pay			
Total Lodging	\$0 Paid by			
	MN HOSA			
Total Transportation	\$180.00			
X School District Vehicle(s) VAN Paid by students	\$22.50			
Commercial Transportation Carrier ~ Name:	each			
Private Vehicle (requires certificate of insurance) ~ Name:				
4,				
Total Additional Stipends:	\$ -0-			
Other: Sub pay one day(Friday) Saturday sub not needed	\$ 200.00			
Total	\$254.50			

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

Instructor Cost

11	l.Reviewe	d/Com	pleted	Reque	st Checklist:
----	-----------	-------	--------	-------	---------------

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations Χ
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians Χ
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information i.e. allergies, Χ medications, special needs.)
- Gain Access to Cell Phone for Field Trip Χ
- 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) Χ

Reminder: Notify food service of non-participation.

- Plan Administration of Student Medication and First Aid Needs (if necessary) Χ Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip Χ
- Arrange Adult Chaperones for Field Tnp (if necessary)

Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or

Develop and Communicate Teacher and Adult Chaperone Expectations

Example: Supervision duties, no smoking, no alcohol

Planned Itinerary Χ

Χ Χ

	TIME	LOCATION  Awaiting itinerary form the state department		
		***************************************		_
			- The second of	
X	Maintain Student Roster and	Check-in/Check-out Procedure	Marie Ma	_
X	Arrangement for Safety Nee			
Sig	nature of Contact Person: 🏲	Kushilu Alan		

# FIELD TRIP REQUEST CHECKLIST - Extended/Externally Sponsored 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 Х **Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip Χ
- Arrange Meal Plans χ
- Arrange Lodging Plans and Room Assignments Χ
- 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:

State Luxdersing

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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTIONAL		
Principal:	☐ Approved	Name:
	☐ Not Approved	Date:
SUPPLEMENTAL TRIP ACTION	ON	
Principal:	Approved	Name:
	☐ Not Approved	Date:
Instruc	ctional/Supplemental Trips ne	eed not be sent to District office.
EXTENDED TRIP ACTION	,	1 - 2 1
Principal:	Recommended	Name: Jun Clinder
	☐ Not Recommended	Date 9-2-1/4
		citalifare
Assistant Superintendent:	Recommended	Name:
	☐ Not Recommended	Date: 10 19474
		•
School Board:	☐ Approved	Name:
	☐ Not Approved	Date:
All extended trip propos		istant Superintendent's Office to be placed on the
	Education Committee meet	ing agenda for approval.

Date	of Submission:			
Туре	of Trip:   Instructional   Supplementary x Extended			
1.	Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade			
2.	Contact Person (Responsible for Checklist Completion): Kimberly S. Olson			
3.	Field Trip Date(s): April 7th to 10th 2014 Destination: Best Western Kelly Inn and Civic Center-St. Cloud			
4.	Field Trip Overview (Include events, establishments and locations): See attached (waiting for the state advisor to			
	send this out)			
5.	Field Trip Departure from School (Date and Time): Time=TBA  Field Trip Return to School (Date and Time): Time=TBA			
6.	Objectives of Field Trip: See Attached. Students will be competing at State HOSA( Health Occupations Students			
of A	merica) Spring Leadership.			
7.	Relationship to Curriculum or Student Learning: Health Occupations Students of America is a National Career and			
	Technical Student Organization (CTSO) endorsed by the Department of Education and the Health Occupations			
	Education Division of the Association of Career and Technical Education.			
	The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing opportunities for			
	knowledge, skills, and leadership development of all healthcare occupations education students, therefore			
	helping the students to meet the needs of the healthcare community.			
	HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships for CTE,			

- 8. Planned Follow-up Field Trip Activities: National Leadership Conference
- 9. Field Trip Budget Request

speaking, and writing skills.

Estimated Expense	es
Total Admission/Fees ~\$80.00 ~20 students and 2 staff \$1,760	\$ 1,760.00
Total Meals ~\$37.00 a day at 3 days	\$ 111.00
Total Lodging ~\$99.00 night x 2 nights	\$ 1,386.00
Total Transportation  ☐ School District Vehicle(s)  ☐ Commercial Transportation Carrier ~ Name:	TICIPALTS \$1,000.00
x Private Vehicle (requires certificate of insurance) ~ Name: COA	ACH
Total Additional Stipends:	\$
Other:	\$
Total	\$ 4,257.00

Implementing of health Science Programs, Increase effectiveness in teaching, Legislative training, confident

Revenues			
District Budget   Code: PELKIUS	\$	Instructor	Costr
Booster Group	\$		
Donations	\$		
Student Fees	\$80.00 conference fee, \$50.00 Transportation fee, ~\$66.00 to \$50.00 hotel for two nights Total of \$196.00 each=\$3,920.	TOTAL	
Total Additional Stipends:	\$	1	
Total	\$ 3,920.00		

11. Reviewed/Completed Request Checklist:

x Yes

☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

# FIELD TRIP REQUEST CHECKLIST - All Field Trips DIRECTIONS: Please complete checklist. No attachments are necessary.

x x x x	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.
Χ	Develop and Communicate Teacher and Adult Chaperone Expectations <b>Example:</b> Supervision duties, no smoking, no alcohol
	Planned Itinerary
	TIME LOCATION
X X	Maintain Student Roster and Check-in/Check-out Procedure Arrangement for Safety Needs (i.e. crossing guards)
Sigr	ature of Contact Person: Kimberly Olson Instructor
_ x x	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.
Sigr	nature of Contact Person: Kimberly Olson Instructor



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:**

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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.

<u>Extended Trips Within Minnesota</u>, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country 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	ON ·	
Principal:	☐ Approved	Name:
	☐ Not Approved	Date:
SUPPLEMENTAL TRIP ACTION	ON	
Principal:	☐ Approved	Name:
	□ Not Approved	Date:
Instruc	ctional/Supplemental Trips n	eed not be sent to District office.
EXTENDED TRIP ACTION		2: - 1
Principal:	Recommended	Name: Junilland
·	□ Not Recommended	Date: 9-2-14
		60
Assistant Superintendent:	Recommended	Name: Adultar
	□ Not Recommended	Date:
School Board:	☐ Approved	Name:
	☐ Not Approved	Date:
All extended trip propos	sals must be sent to the Assi Education Committee meet	istant Superintendent's Office to be placed on the ting agenda for approval.

Date	of Submission:	*. *	
Туре	e of Trip:		
1.	Organization/Grade/Course Planning Trip: : HOSA 11th and 12th Grade		
2.	Contact Person (Responsible for Checklist Completion): Kimberly S. Olson		
3.	Field Trip Date(s): June 25-30, 2014 tentative Destination: Anaheim, California		
4.	Field Trip Overview (Include events, establishments and locations): See attached (waiting for the s	state advisor to send	this
	out)		
5.	Field Trip Departure from School (Date and Time): June 25 @ TBA		
	Field Trip Return to School (Date and Time):		
6.	Objectives of Field Trip: Students will be competing at National HOSA( Health Occupations St	udents of America)	
	National Conference Leadership.		
7.	Relationship to Curriculum or Student Learning: Health Occupations Students of America is a Nat	ional Career and Tec	hnica
	Student Organization (CTSO) endorsed by the Department of Education and the Health Occup	ations Education Divi	sion
	of the Association of Career and Technical Education.		
	The mission of HOSA is to enhance delivery of compassionate, quality healthcare by providing	ng opportunities for	
	knowledge, skills, and leadership development of all healthcare occupations education studer	nts, therefore helping	the
	students to meet the needs of the healthcare community.		
	HOSA provides, Leadership, teamwork, Program of Study and Career Pathways Partnerships	for CTE, Implementing	g of
	health Science Programs, Increase effectiveness in teaching, Legislative training, confident sp		
8.	Planned Follow-up Field Trip Activities: Article for paper.		
9.	Field Trip Budget Request Awaiting for a schedule to be put out by National HOSA. These prices are	e estimates from last y	ear.
	Estimated Expenses		
	Total Admission/Fees ~\$90.00 ~ 2 chaperones	\$ 180.00	
	Total Meals Three meals a day at five days \$27.00/day = \$135.00 x 2  Total Lodging \$181.50/night x five nights \$907.50	\$ 270.00 \$ 907.50	
	Total Transportation	\$ 40.00	
	☐ School District Vehicle(s)		
	x Commercial Transportation Carrier ~ Name: Super shuttle round trip \$40.00 approx.  Private Vehicle (requires certificate of insurance) ~ Name:		
	Trivate verifice (requires certificate of insularities)		
	Total Additional Stipends:	\$0.00	
	Other: Airfare Approx. \$643.00 x2 if greater than ten students, chaperone needed \$1,286	\$ 1,286.00	
	Total	\$ 2,663.50	
	Revenues		
	District Budget   Code: Pearing \$ Institution Code	Pd-1	

Booster Group	\$
Donations	\$
Student Fees Admission \$80.00 ~11 students	\$ 880.00
Meals \$27.00~11 students	\$ 1,485.00
Lodging \$907.50 x 11 students	\$ 9,982.50
Shuttle ~ 40.00 X 11 Students	\$ 440.00
Airfare 11 @ ~ \$643.00	\$ 7073.00
Total Additional Stipends:	\$ 0.00
Total "Students will all be self-pay"	\$ 19,860.50

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

Х	Develop and Communicate Stu	dent Discipline Expectations	
	-	and Fee Structure Letter Sent to Parents/Guardians	
		ssion for Student Participation in Field Trip (Include request for spe	ecial information - i.e. allergies
Χ	Gain Access to Cell Phone for F	Field Trip	
Х		ck-Up or Late Drop-Off Students (if necessary).	
	•	essage on school voice mail to help with late drop off.	
Х	Plan Meal Arrangements (if nec	•	
	Reminder: Notify food service	• ,	
Х	•	Medication and First Aid Needs (if necessary)	
	Guide: Contact School Nurse.		
Х	Develop and Communicate Act	ion Plan if Student Gets Lost on Trip	
Х	Arrange Adult Chaperones for F	· ·	
		twenty (20) students depending on field trip. Parent volunteers ar	e encouraged when possible c
X	Develop and Communicate Tea	cher and Adult Chaperone Expectations	
	Example: Supervision duties, r	·	
	Planned Itinerary		
	TIME	LOCATION	
			<u> </u>

Suboly Oler

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

Signature of Contact Person: Kimberly Olson Instructor

Field trip Nationals2014 Document