

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, 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

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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Jim Acudg
 Not Recommended Date: 2/12/10

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 3/3/10

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:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: STC Automotive Program SKILLSUSA Club
2. Contact Person (Responsible for Checklist Completion): MATTHEW. P. RANNILA
3. Field Trip Date(s): 4-9-10 to 4-11-10 Destination: BLOOMINGTON MINNESOTA
4. Field Trip Overview (Include events, establishments and locations): SKILLS USA STATE STUDENT CONFERENCE, AND SKILLS COMPETITION FOR THE AUTOMOTIVE STUDENTS TO BE CONDUCTED AT HENNEPIN TECH COLLEGE IN BROOKLYN PARK.
5. Field Trip Departure from School (Date and Time): April 9, 2010 8:30 AM
Field Trip Return to School (Date and Time): April 11, 2010 3:00 pm
6. Objectives of Field Trip: TO Enable our Automotive Students to compete against Auto Students From other Minnesota High Schools, AND to participate in Professional Development Activities
7. Relationship to Curriculum or Student Learning: our school is AN Automotive Youth Education Systems (AYES) member site AND SKILLS USA IS part of the AYES curriculum.
8. Planned Follow-up Field Trip Activities: CONTINUED Personal Development Training utilizing SKILLS USA PDP ONLINE at STC throughout Remainder of 2009-2010 school year.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 515.00
Total Meals	\$ 560.00
Total Lodging	\$ 834.00
Total Transportation	\$
<input checked="" type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	150.00
Total Additional Stipends:	\$
Other:	\$
Total	\$2059

Revenues		
District Budget	Code:	\$
Booster Group	<u>(SKILLS USA CLUB)</u>	\$ 1500.00
Donations		\$
Student Fees		\$ 560.00
Total Additional Stipends:		\$
Total		\$2060.00

11. Reviewed/Completed Request Checklist: Yes No

*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.

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: Matthew P. Rannula

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.
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: Matthew P. Rannula

The Complete Plan for the STC Automotive 2010 SkillsUSA State Conference-
submitted by Matthew Phil Rannila, STC Auto Systems Instructor and SkillsUSA
Advisor

Itinerary: Please see the SkillsUSA State Conference agenda in this packet. The activities that our students will be participating in have been highlighted for ease of identification.

Transportation: We will travel from Duluth to Bloomington on Friday 4-9-2010 and return to Duluth on 4-11-2010. We will travel in a District 709 van capable of transporting 8 adults. I will be the only driver of the van. I have made contact with Mr. Polson at transportation and I will complete all the arrangements.

Special needs to consider: I will maintain correspondence with Minnesota SkillsUSA and verify that we have every item we need to participate in the conference, and compete. We have no students with "special needs" on this trip. I will have access to funds in the event of an emergency.

Special Circumstances to consider: The students and I will maintain total compliance with SkillsUSA policies as stated in the Codes of Conduct documents that the students signed and will bring to the conference. In the event of problems, SkillsUSA will remove any student from the conference/competition if necessary. These students will be held in the hotel office until a parent or guardian comes to pick them up.

I will be aware of changing weather conditions and I will only transport students if it is safe to do so.

Before we depart, I will ensure that each student has enough money to purchase meals not provided at the conference. Each student has been advised, and has agreed to bring \$80 to cover meals and other expenses not provided/paid by SkillsUSA.

All student data (contact phone numbers and doctor/medical/insurance information) will be in my possession during the trip.

Ratio of Chaperones/supervisors to students:

The ratio will be 7 to 1- Seven students to one instructor

Cost Per student:

The students have paid \$14 to join SkillsUSA. The conference expenses (lodging and conference fees) will be paid by our local club. Each student will bring \$80 to cover the cost of all meals/snacks not provided at the conference.

Contact people and local phone numbers at trip site: I will provide each parent/guardian With phone numbers for the hotel, my cel phone number, and contact phone numbers for the SkillsUSA-Minnesota state manager, Jennifer Polz.

Special conditions to consider: I am aware of student anxieties and problems that may be encountered during the conference, and will maintain a professional image. If a student has issues that I cannot resolve, I will contact parents and utilize the expertise of SkillsUSA personnel present at the conference.

Requirements/evaluations of Students: All students will have the Parental Consent Form pertaining to field trips turned in to the STC Principal before participating in this event. All students who are attending the conference have met the criteria to attend and have been trained in the areas they will compete/observe in. All students who will be participating have been informed of the importance of their conduct, and reminded that they are representing ISD 709. They also know that any inappropriate activities may disqualify our entire team.

Ratio of Male-female chaperones/supervisors: All of our supervisors and students are male.

Disciplinary Procedures: I will stress professionalism throughout the entire conference, and if problems arise, I will follow SkillsUSA policy and procedure.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: GRANT 4TH GRADE

2. Contact Person (Responsible for Checklist Completion): KATHY LEVINE

3. Field Trip Date(s): MARCH 22-24 Destination: WOLF RIDGE ENVIRONMENTAL LEARNING CENTER

4. Field Trip Overview (Include events, establishments and locations): OUTDOOR / INDOOR ENVIRONMENTAL LESSONS

5. Field Trip Departure from School (Date and Time): MARCH 22, 2010 (MONDAY) 9:00 AM

Field Trip Return to School (Date and Time): MARCH 24, 2010 (WEDNESDAY) 3:00 PM

6. Objectives of Field Trip: To bring our students who would not otherwise have such an opportunity to learn in an alternative atmosphere. Team-building, understanding of one another, environmental studies, etc...

7. Relationship to Curriculum or Student Learning: Enhances study of Ojibwa culture, physical fitness, deepens understanding of values curriculum focusing cooperative learning, perseverance, & overcoming fear.

8. Planned Follow-up Field Trip Activities: Share experience with others, complete activities related to grants received, journaling to share with families.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 6000.00
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	\$ 6000.00

Revenues	
District Budget	\$
Code:	\$
Booster Group	\$
Donations	\$
Student Fees	\$
Total Additional Stipends:	\$
Total	\$ 6000.00

11. Reviewed/Completed Request Checklist: Yes No

*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.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

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.)

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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 (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

Principal: Approved
 Not Approved

Name: [Signature]
Date: 2/10/10

SUPPLEMENTAL TRIP ACTION

Principal: Approved
 Not Approved

Name: _____
Date: _____

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

EXTENDED/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended
 Not Recommended

Name: [Signature]
Date: 2/10/10

Assistant Superintendent: Recommended
 Not Recommended

Name: _____
Date: _____

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.

DISTRICT 709
FIELD TRIP REQUESTS

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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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: C. M. Krocak
 Not Recommended Date: _____

Assistant Superintendent: Recommended Name: _____
 Not Recommended 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.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: DCHS MUSIC DEPARTMENT

2. Contact Person (Responsible for Checklist Completion): MARCIA VAN CAMP

3. Field Trip Date(s): APRIL 14-19, 2010 Destination: NEW YORK CITY

4. Field Trip Overview (Include events, establishments and locations): AMERICAN MUSEUM OF NATURAL HISTORY, ELLIS ISLAND & STATUE OF LIBERTY, RADIO CITY MUSIC CENTER, UNITED NATIONS, TOP OF THE ROCK OBSERVATION, 54th AV., CENTRAL PARK, CHINA TOWN, LITTLE ITALY, SOUTH STREET SEAPORT, TIMES SQUARE, BROADWAY

5. Field Trip Departure from School (Date and Time): WED, APRIL 14 4:00 PM

Field Trip Return to School (Date and Time): MON. APRIL 19 5:00 PM

6. Objectives of Field Trip: CULTURAL

7. Relationship to Curriculum or Student Learning: N.Y.C. IS CONSIDERED TO BE A HUB OF CULTURAL OF THE WORLD - ATTENDING A BROADWAY SHOW

8. Planned Follow-up Field Trip Activities: EVALUATIONS

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 550.
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 (ARRANGED BY PERFORMANCE TOURS)	\$ 550.00

Revenues	
District Budget	\$
Booster Group	\$
Donations	\$
Student Fees	\$ 550.
Total Additional Stipends:	\$
Total	\$

11. Reviewed/Completed Request Checklist: Yes No

*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.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

Date: January 15, 2009
To: Parents of music students
From: Central Music Staff
Regarding: Spring Music Trip

Dear Parents,

As you probably know at this point, our spring music trip has had to be rescheduled as well as a change in destination. Some (18 to be exact) of our students are involved with the honors government group that won the state title, qualifying them for the national competition held in Washington, DC. This competition and our music trip conflicted in time. Therefore, we had to reschedule our trip.

☼☼ **NEW TRIP** ☼☼
Destination: New York City, NY
Depart: April 14, Wednesday, after school
Arrive Home: April 19, Monday, PM

We will give an itinerary to your children as soon as one is available. The details for this trip are still being ironed out. We were only able to solidify dates last Friday, January 8.

We want to let you know that the safety of your child is our greatest concern. Therefore, we have put measures in place that will assure your child will be well supervised the entire trip. We have nine chaperones going on the trip. All three directors, Lisa Mitchell-Krocak and her husband Dale, Carla Harrold (Central English teacher), Bill Zwak (Central Science teacher) and Anne Kucinski (Central Spanish Teacher), and one other TBD. In addition to chaperones we also hire a private security guard to walk the halls in the hotel at night.

We are doing the best we can to keep the cost of the trip down as much as possible. That being said, the kids are going to need some spending money. They will also need to pay for a Broadway show, which should cost \$50-60 (about ½ the regular cost!) The itinerary will explain when they need money for food and activities not included in the price of the trip. Beyond those specific things, they will **only** need as much money as you think is reasonable for shopping and other expenses. What has worked well in the past is to get a temporary debit card from your bank and load it with spending money. It works just like a credit card, but when it is gone, it's gone. This is also a very good money management lesson for the kids. We would prefer that they not have a lot of cash. We are encouraging them to be wise about spending money on "extra" food, souvenirs and the like.

We are encouraging the kids to bring their cell phones. We (the chaperones) will all have our cell phones and the kids will be able to get in touch with us in an emergency situation. The directors' cell phone numbers will be listed at the bottom of this page.

The last payment is due on **March 19** for **\$150.00**

We are responsible for the payments to Performance Tours within days of the stated payment dates. Please be sure that your child's payments are made on the dates specified.

All specific information about dates, activities, etc. are listed in the itinerary. If there is other information that you feel we have not yet given or if you have questions please feel free to contact any of us.

Thank you,



Pam Bauman
Office: 733-2130 x152
Cells: 218-343-6815

Marcia VanCamp
Office: 733-2130 x132
218-590-1183

Joanna Walters
Office: 733-2130 x151
218-724-4577



Duluth Central High School Band, Choir and Orchestra
Trip to New York, NY
April 14 - 19, 2010

Tentative Itinerary

(Dates and times for all activities outlined below are subject to change)

DAY ONE: Wednesday, April 14, 2010

- 3:00 p.m. - 4:00 p.m. Load the luggage and instruments into the buses (3)
- 4:00 p.m. Depart for New York, NY (1,287 miles/21 hours of straight driving)
- Lose 1 hour for EST
- 1 hour Dinner stop (student expense), driver change and fuel stop

DAY TWO: Thursday, April 15, 2010

- 1 hour Breakfast and lunch stops (student expense)
- 5:00 p.m. - 6:00 p.m. Check into Best Western Regency House Hotel
140 23 North
Pompton Plains, NJ 07444
973-696-0900 - Phone
973-696-0201 - FAX
- Hotel rooms have hairdryer, coffee maker, iron and ironing board,
microwave and refrigerator.
- Unpack (**DO NOT LEAVE** money in hotel room!!!)
- 6:30 p.m. - 6:45 p.m. Travel to the Willowbrook Shopping Mall (7 miles/15 minute drive)
- 6:45 p.m. - 8:00 p.m. Dinner & shopping in Willowbrook Shopping Mall/Food Court (student expense)
- 8:00 p.m. - 8:15 p.m. Travel back to the hotel (7 miles/15 minute drive)
- 11:00 p.m. - 3:00 a.m. Private security guard to watch the group's hotel rooms (1)

DAY THREE: Friday, April 16, 2010

- 6:15 a.m. - 6:45 a.m. Bus #1 eats made-to-order breakfast served in the hotel lobby
- 6:45 a.m. - 7:15 a.m. Bus #2 eats made-to-order breakfast served in the hotel lobby
- 7:15 a.m. - 7:45 a.m. Bus #3 eats made-to-order breakfast served in the hotel lobby
- 7:45 a.m. - 8:00 a.m. Entire group NYC Orientation from Performance Tours in the breakfast room:

It is absolutely critical to be on time!! Be flexible. It's OK to leave your belongings on the bus. The bus will always pick you up where you were dropped off. Stay in groups of 4 or more at all times. NYC is a grid system; always note where you were dropped off. Be careful buying from street vendors (CDs, DVDs, jewelry, sunglasses). In China Town **DO NOT go into backrooms to buy a Coach Purse. Suggestions for female students - hold your purse at all times. Bus will never return to the hotel other than at the end of the day. Experience the city (try new foods, talk to the locals). Experience of a lifetime; enjoy it! How big is New York City compared to Minnesota?**

P.O. Box 490577
Minneapolis, MN 55449-0577
(763) 576-6909 · Fax (763) 322-0351
www.perftours.com

- Tour ends in China Town
12 Noon – 1:45 p.m. Free time for shopping in China Town and Little Italy (student expense)
 - This area offers the best deals for souvenir shopping in the city!
1:45 p.m. – 2:30 p.m. Travel to the American Museum of Natural History
2:30 p.m. – 4:30 p.m. Visit the American Museum of Natural History
4:30 p.m. – 5:00 p.m. Travel to HB Burger
5:00 p.m. – 5:45 p.m. Group dinner at HB Burger
5:45 p.m. – 7:00 p.m. Free time in Times Square
7:15 p.m. – 7:30 p.m. Walk to the theatre and get your Broadway Show ticket
8:00 p.m. – 10:30 p.m. Attend a live Broadway Show:
10:45 p.m. – 11:30 p.m. Travel back to the hotel (34 miles/45 minutes of straight driving)
11:30 p.m. – 3:30 a.m. Private security guard to watch the group's hotel rooms (1)

DAY FOUR: Saturday, April 17, 2010

6:30 a.m. – 7:00 a.m. Bus #2 eats made-to-order breakfast served in the hotel lobby
7:00 a.m. – 7:30 a.m. Bus #3 eats made-to-order breakfast served in the hotel lobby
7:30 a.m. – 8:00 a.m. Bus #1 eats made-to-order breakfast served in the hotel lobby
8:15 a.m. – 9:15 a.m. Travel into New York City (34 miles/45 minutes of straight driving)
9:30 a.m. – 10:30 a.m. Travel to the Top Of The Rock Observation Deck
 - Height comparisons of different observation decks:
 o Top of the Rock on 3 levels (67 – 70 stories)
 o Empire State Building 86 stories
 o World Trade Center had 110 stories
10:30 a.m. – 10:45 a.m. Walk to Radio City Music Hall
11:00 a.m. – 1:15 p.m. Guided tour Radio City Music Hall
6 different groups leaving every 30 minutes
1:30 p.m. – 2:45 p.m. Free time for late lunch on Madison Avenue and shopping on Fifth Avenue
Cartier, Central Park (Carriage Rides (30 minutes/\$35.00 for 4 people), Disney Store, Godiva Chocolate, NBA Store, Nike Town (front door on 57th), Rockefeller Center, Saks Fifth Avenue St. Patrick's Cathedral
2:45 p.m. – 3:15 p.m. Travel to the United Nations
3:15 p.m. – 3:45 p.m. Go through the United Nations security check
 - Not allowed to bring anything sharp into the building
 - Cameras are allowed
3:45 p.m. – 5:00 p.m. Self-guided audio tour of the United Nations
5:00 p.m. – 5:30 p.m. go to South Street Sea Port for dinner on own?
5:30 p.m. – 7:00 p.m. Dinner on own (student expense)
TBD optional walk part way on the Brooklyn Bridge with the Tour Director
__ : __ p.m. – __ : __ p.m. Travel back to the hotel (34 miles/45 minutes of straight driving)
11:30 p.m. – 3:00 a.m. Private security guard to watch the group's hotel rooms (1)

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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/EXTERNALLY SPONSORED TRIP ACTION

Principal: Recommended Name: Jean Aude
 Not Recommended Date: 3/1/10

Assistant Superintendent: Recommended Name: _____
 Not Recommended 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.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended Externally Sponsored*

1. Organization/Grade/Course Planning Trip: FCCLA-HERO (STC)

2. Contact Person (Responsible for Checklist Completion): Shonda Peller

3. Field Trip Date(s): 4/18/10 - 4/20/10 Destination: Brooklyn Park, MN

4. Field Trip Overview (Include events, establishments and locations):
(attached)

State Leadership Conference, Grand Rios Hotel, Hennepin Technical College, Brooklyn Park, MN.

5. Field Trip Departure from School (Date and Time): 4/19/10 2:00 PM.

Field Trip Return to School (Date and Time): 4/21/10 7:00 PM

6. Objectives of Field Trip: To participate in statewide competitive Childcare events, enhance leadership skills, supplement academic coursework in active learning environment, tour college facility

7. Relationship to Curriculum or Student Learning: Reinforce work skills to higher level participation, active in student organization, gain new knowledge and skills.

8. Planned Follow-up Field Trip Activities: Class presentations, newsletter updates, possible national competition, apply new concepts in lab (proschool) curriculum.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	<u>\$90 per student Admin 7 total</u>	<u>\$630.00</u>
Total Meals	<u>4 meals on own, others provided \$25.00</u>	<u>\$100.00</u>
Total Lodging	<u>\$130.00 per room per night * 2 nights = (3 rooms)</u>	<u>\$780.00</u>
Total Transportation		<u>\$188.00</u>
<input checked="" type="checkbox"/> School District Vehicle(s)	<u>8 passenger van 570 x (330 mi.)</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name:	_____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name:	_____	
Total Additional Stipends:		\$ —
Other:		\$ —
Total		\$1623.00

Revenues		
District Budget	Code: <u>C. Perkins</u>	<u>\$ 373.00</u>
Booster Group	<u>Student Activity</u>	<u>\$ 165.00</u>
Donations	<u>Ordean Foundation / State</u>	<u>\$ 310.00</u>
Student Fees	<u>*75 non refund fee Student fee</u>	<u>\$ 775.00</u>
Total Additional Stipends:		\$ —
Total		\$1623.00

11. Reviewed/Completed Request Checklist: Yes No

*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.

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
4-18-10 (2:00PM)	STC Parking lot - leave
(5:30PM)	Arrive Grand River Hotel, Brooklyn Park, MN
4-20-10 (8:00PM)	Leave Grand River Hotel
(7:00PM)	Arrive STC Parking lot


- 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/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
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: 

2008 State Leadership Conference Contact Information

STC Advisor

Shonda Peller	(C)	218-310-5611
	(H)	218-728-0224
	(W)	218-336-8975, 4023
Jim Arndt- STC Principal	(W)	218-336-8975, 4028

MN FCCLA-HERO (State Leader)

Jill Hanson-Roe	(w)	507-526-5845
	(FAX)	507-526-751

Competition Information

Grand Rios Hotel 6900 Lakeland Ave. N Mpls., MN 55428 (763) 566-8855	April 18-20
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Depart from STC on Sunday, April 18th at 2:00 PM. Students leaving vehicles in parking lot overnight will sign in office Friday, April 16th by registering in main office.

Arrive at Hotel by 5:00PM, Dinner at local restaurant

Depart from Hotel Tuesday, April 20th at 3:00PM—arrive at STC in Duluth at 6:30PM/7:00PM. All students will confirm more exact time by cell phones as we get closer to home. Pick up by parent only or written instructions as to peer driver by Friday, April 16th from guardian.