

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 review 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 and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: James H. P.
 Not Recommended Date: 3/18/16

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 4/5/16

School Board: Approved Name: _____
 Not Approved Date: _____

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Skills USA - Culinary Arts
2. Contact Person (Responsible for Checklist Completion): Glewn D'Amour
3. Field Trip Date(s): April 1-2-3 Destination: DoubleTree Bloomington MPLS
4. Field Trip Overview (Include events, establishments and locations): Students will be competing at Skills USA Culinary Competition. there will be scholarships for 1st 2nd & 3rd Place

5. Field Trip Departure from School (Date and Time): April 1st 9AM Friday
 Field Trip Return to School (Date and Time): Sunday April 3rd 3pm
6. Objectives of Field Trip: Students Objective is to win 1st place and go to Nationals.

7. Relationship to Curriculum or Student Learning: Skills USA is a National career and technical student organization
8. Planned Follow-up Field Trip Activities: Nationals if one of them win

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 300.00
Total Meals	\$ 200.00
Total Lodging	\$ 918.00
Total Transportation	\$ 200.00
<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: _____	
Total Additional Stipends:	\$?
Other:	\$
Total	\$ 1618.00

Revenues		
District Budget	Code: <u>01-380-005-428-000</u>	\$ <u>587.00</u>
Booster Group		\$
Donations		\$
Student Fees	<u>Self Pay</u>	\$ <u>1031</u>
Total Additional Stipends:		\$
Total		\$ 1618

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips


DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

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

Signature of Contact Person: 

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: 



Home About Us Students Advisors Alumni Events Sponsors Store Contact Us

Search...

Welcome to SkillsUSA Minnesota

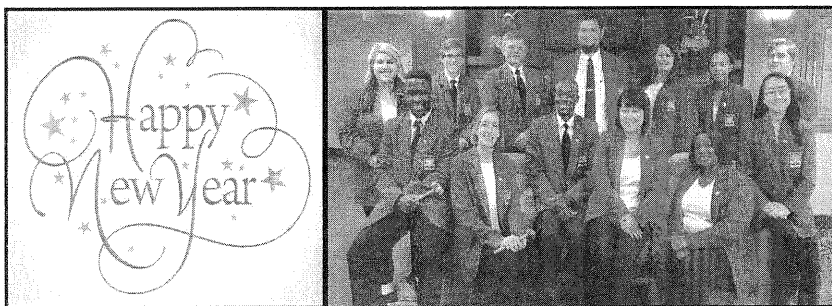
SkillsUSA Mission Statement:

To help its student members become world-class workers and responsible American citizens.

SkillsUSA Minnesota is part of a national organization that serves over a quarter million student members annually, organized into more than 14,700 chapters and 54 state and territorial associations (including Puerto Rico, Guam and the Virgin Islands). The Minnesota Association has offered leadership opportunities to over 200,000 student members since 1967, with a current annual membership of over 3,000. There are chapters in 29 technical colleges and 50 high schools or cooperative centers, with potential to serve many more. SkillsUSA is governed by a Board of Directors, elected from teachers that advise local chapters, and representing both the high school and college divisions and industry representatives. All programs are offered as integral to the curriculum.

[Read more...](#)

Meet Your New 2016 State Officers



2016 SkillsUSA Minnesota State Officer

Front Row: Kevin Aineyaw, Mounds View High School, High School President
 Jodi Larson, Saint Paul College, College President
 Timothy McCarthy, Hennepin Technical College-Eden Prairie, College Historian
 Kia Yang-Yang, Century College, College Secretary
 Nakita Walker, Century College, College Vice President
 Jasmine Yang, Mounds View High School, High School Vice President

Back Row: Madelyn Hovorka, SouthWest Metro Educational Cooperative, High School Treasurer
 Nikolay Getchel, Stillwater Area Transition Program, High School Historian
 Cooper Eustis, Alexandria Technical and Community College, College Parliamentarian
 Robert Ulrich, South Central College- North Mankato, College Reporter
 Jennie Kaupa, Riverland Community College- Austin, College Treasurer
 Danielle Thompson, Tartan High School, High School Parliamentarian
 Corey Todalen, Austin High School, High School Secretary

SkillsUSA Jacket Orders



[DOWNLOAD SKILLSUSA PROMOTIONAL FLYER](#)

[FUTURE DATES](#)

[DOWNLOAD SkillsUSA YEARLY THEME](#)

[2016 STATE CHAMPIONSHIP CONFERENCE INFORMATION](#)

What is it?

[View Conference Information](#)

[Conference Forms](#)

[FRIDAY FLASH - STATE CONFERENCE UPDATES](#)

["FRIDAY FLASH" - State Contest Updates](#)

March 2016

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2



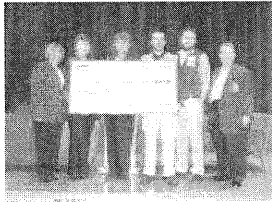
Welcome back! Become a Champion!

Welcome back to another school year and another opportunity to make a difference in students' lives. As you kick off the school year, I encourage each advisor to take a look at the SkillsUSA membership kits and the lesson plan activities set up to introduce and engage students. SkillsUSA Minnesota serves more than 2,500 students, instructors and alumni annually and answers the call of American industry by helping to produce better - prepared employees for the technical workforce. Minnesota has 202 chapters located across the state. The first Advisor Update of the year is always a big one, lots of good stuff to tell you about, so I have broken this into four sections along with few important notes up front:

- The SkillsUSA Framework
- Membership Guidelines
- Announcements
- Fall 2015
- 2015 - 2016 Calendar of Events

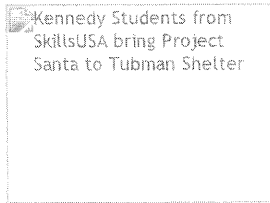
[Read more...](#)

Chapter Spotlight



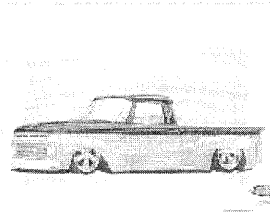
Mounds View High School Awarded Lowe's Tool Box for Education Grant

[Read more](#)



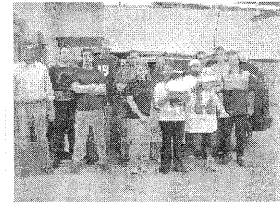
Kennedy Students from SkillsUSA bring Project Santa to Tubman Shelter

[Read more](#)



Success on Wheels

[Read more](#)



SCTC Automotive - Van Donation

[Read more](#)

[Prev](#) [Next](#)

IMPORTANT LINKS

- [Join](#)
- [National Website](#)
- [News](#)

2015-2016 WELCOME BACK!

Welcome back! Become a Champion! Welcome back to another school year and another opportunity to make a difference in students' lives. As you kick off the school year, I encourage each...

13 Oct 2015 Hits:844

[Read more](#)

IMPORTANT DOWNLOADS

- [Advisor of the Year Form](#)
- [Conference Dresscode](#)
- [10 Things You Don't know](#)
- [SkillsUSA Flyer](#)



[Home](#) [About Us](#) [Students](#) [Advisors](#) [Alumni](#) [Events](#) [Sponsors](#) [Store](#) [Contact Us](#)

Search...

[SkillsUSA Jacket Orders](#)

SkillsUSA Minnesota Events

All of the Minnesota Conferences require that attendees follow a dress code. The dress code was created by our student officers in order to allow a comfort level for all. You may download the dress code from this file: Please NOTE: Any Clothing or Jewelry displaying inflammatory slogans, derogatory, or suggestive or offensive language, or those promoting illegal activities or offensive language is prohibited.

[DRESS CODE FOR CONFERENCES.pdf](#)

Future Dates

Fall State Leadership Conference, Holiday Inn, Alexandria, MN

2014 October 23 – 25, 2014
 2015 October 22 – 24, 2015
 2016 October 27 – 29, 2016
 2017 October 26 – 28, 2017

Delegate Conference, South Central College, North Mankato, MN

2014 November 25, 2014
 2015 November 24, 2015

State Leadership & Skills Conference, DoubleTree by Hilton Bloomington, MN

2015 April 10 – 12, 2015

NOTE: First round of the State Championships will be held on Friday, March 27th

2016 April 1 – 3, 2016
 2017 March 31 – April 2, 2017
 2018 March 30 – April 1, 2018
 2019 April 12 – 14, 2019
 2020 April 3 – 5, 2020

National Leadership & Skills Conference, Louisville, Kentucky

2015 June 22 – 26, 2015 (M–F) * Note change in location: Hotel site to be determined
 2016 June 20 – 24, 2016 (M–F) * Hotel site to be determined
 2017 June 19 – 23, 2017 (M–F) * Hotel site to be determined

Summer Advisors Conference, Best Western Premier The LODGE on Lake Detroit, Detroit Lakes, MN

2014 August 4 – 6, 2014
 2015 August 3 – 5, 2015

**Check annual calendar for actual dates of deadlines
 For additional information on any of the above conferences, please contact:
 Jennifer Polz, Executive Director
 SkillsUSA Minnesota
 P.O. Box 29286 (763) 560-1932
 Minneapolis, MN 55429 FAX (763) 560-1936



[DOWNLOAD SKILLSUSA PROMOTIONAL FLYER](#)

[FUTURE DATES](#)

[DOWNLOAD SkillsUSA YEARLY THEME](#)

[2016 STATE CHAMPIONSHIP CONFERENCE INFORMATION](#)

[What is it?](#)

[View Conference Information](#)

[Conference Forms](#)

[FRIDAY FLASH - STATE CONFERENCE UPDATES](#)

["FRIDAY FLASH" - State Contest Updates](#)

[Find us on Facebook](#)

[Twitter](#)

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 and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Jamie Kopp
 Not Recommended Date: 3/22/2014

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 4/5/14

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

1. Organization/Grade/Course Planning Trip: Duluth East Social Justice Club
2. Contact Person (Responsible for Checklist Completion): Calvin Harris or Nate Smith
3. Field Trip Date(s): 4/27/16 - 4/28/16 Destination: All State arena, Chicago IL
4. Field Trip Overview (Include events, establishments and locations): Leave East H.S @ 5:30am 4/27, lunch in Wisconsin Dells, check in hotel @ 3:00pm, dinner @ Navy Pier, Lights out @ 11pm, wake up 4/28 @ 7:30am, leave hotel @ 8:30am, Walk to All State Arena, We Day from 9am-2pm, leave Chicago @ 2:30pm, dinner in Wisconsin Dells, return to Duluth
5. Field Trip Departure from School (Date and Time): 4/27/16 @ 5:30am @ 11:00pm
Field Trip Return to School (Date and Time): 4/28/16 @ 11:00pm
6. Objectives of Field Trip: goal for students who attend We Day will increase interest, awareness leadership and engagement around human rights and social justice issues. Students will see an increase in their civic engagement
7. Relationship to Curriculum or Student Learning: We Day is about celebrating and encouraging student leadership, social justice and civic engagement
8. Planned Follow-up Field Trip Activities: Plan to have 2-30 minute follow up meeting w/ students who attend. This meeting will be during the school day, during win
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 0
Total Meals	\$ 800
Total Lodging	\$ 141 ⁰⁰
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>LCS Coaches</u>	2,262
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ —
Other:	\$ —
Total	\$ 4,203

Revenues	
District Budget	Code: \$ 2,262 ⁰⁰
Booster Group	\$ 500 ⁰⁰
Donations	\$
Student Fees	\$ 1,600 ⁰⁰
Total Additional Stipends:	\$
Total	\$ 4,362

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

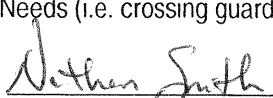

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary - see attached trip information page

TIME

LOCATION

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

Signature of Contact Person:


 Nathan Smith Cal Harris

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person:



 Nathan Smith



 Cal Harris

Social Justice Club Overnight Trip

Wednesday, April 27th-Thursday, April 28th

We Day at All State Arena, Chicago IL

Hotel - Holiday Inn Express & Suites Chicago O'hare

6600 Mannheim Rd, Rosemont, IL 60018

Hotel Phone: (847) 544-7500

Nate Smith: 218-428-6283

Cal Harris: 715-574-0851

- We Day Illinois is a trip to develop and reward student leadership. Students from East Social Justice Club will have the opportunity to aesthetically engage in the internationally renowned “We Day” experience.
- Goal for students who attend engaging We Day experience will increase interest, leadership and engagement in involvement and awareness around human rights and social justice issues.
- Social Justice Club We Day experience is a leadership opportunity for students

- Bus company servicing this trip is LCS Coaches
- Bus loads in East parking lot on April 27th, 2016 @ 5:20AM and will be leaving at 5:30AM
- We will return from the trip on Thursday, April 28th 2016 @ 11:00PM
- See top of page for hotel contact information. We will be leaving the hotel at 8:15AM on Thursday, April 28th and will not be returning. After that time, you can contact the group on either Nate Smith or Cal Harris’s cell phone
- Your son/daughter should have \$40 for bus and hotel. Student should also have another \$40 or so to help cover lunch and supper on both Wednesday and Thursday. Breakfast on Wednesday is provided by the school district, and breakfast on Thursday is provided at the hotel. Money for lunch, dinner and snacks during the trip would be necessary. Students can bring a cooler and pack food from home if they choose.
- Chaperones will be very visible at all times. Please talk to your student about making good choices during this trip. Students are expected to follow the rules set up for them.
- This is a swimming pool and so students have the option to swim. There are no lifeguards on duty. If you do not want your student swimming, please let both the student and Cal Harris or Nate Smith know via phone call or email
- Bus will be making 2-3 rest stops along the trip, including lunch on the way down and supper on the way back. Planned meal stopping point is in Wisconsin Dells, Wisconsin.

- After hotel-check in on Wednesday, April 27th, we will board the bus and head to Navy Pier for dinner and recreation.
- We Day starts Thursday morning, April 28th and lasts from 9AM-2PM. Students will be walking to the arena an estimated 4 blocks that morning. After the performance, we will be picked up at 2:30PM to head back towards Duluth.
- If you have questions, please feel free to contact either Nate Smith or Cal Harris at East High School – 218-336-8845 X 2190. Please sign the form below and have your student return to East by April 1st, 2016. Please return the \$40.00 bus/hotel fee by April 1st as well. Checks can be made payable to East High School. Financial assistance may be available to qualifying families. Please contact Nate Smith or Cal Harris for details.
- We hope to have a fun and memorable experience!

Permission Slip

Student Name: _____ Grade: _____

- I give my permission for my son/daughter to attend the Social Justice Club overnight We Day trip 2016. I have spoken with him/her about good choices and our expectations for them.

Parent Signature: _____ Date: _____

Contact number: _____

Emergency Contact Name: _____ Emergency Contact Number: _____

Special notes/medical considerations or anything you would like school staff to know:

_____ Check here if student CAN swim in hotel pool/hot tub

_____ Check here is student CAN NOT swim in hotel pool/hot tub

Social Justice Club-Hotel Details

Welcome to Rosemont - O'Hare Hotel's Premiere Destination

Whether you're here for business or leisure, staying in the suburbs or traveling into Chicago, the **Holiday Inn Express®** Hotel & Suites Chicago O'Hare is the place to stay in Rosemont. This gorgeous hotel's location is 1.5 miles from O'Hare International Airport (ORD). We are Chicago's #1 **Holiday Inn Express®** hotel destination for IHG Rewards members!

Corporate guests work more efficiently with the hotel's free Wi-Fi access & the 24-hour Business Center. The hotel's location outside Chicago, IL is 1.5 miles from O'Hare airport & Donald E. Stephens Convention Center is two miles away. Our location is ideal if you're in town for conventions at McCormick Place in downtown Chicago.

Thrilling attractions abound in Rosemont and the Chicago area. The hotel's guests can attend sporting events and unforgettable concerts at Allstate Arena, within walking distance of the hotel. You can drive or take the train into Chicago & stroll along the Magnificent Mile or marvel at the view from atop the Willis Tower.

During your stay in the Chicago area, enjoy the hotel's wonderful perks, such as a complimentary airport shuttle (4am-12:30am), hot breakfast buffet, and 24-hr Marketplace for added convenience. You can work out in the 24-hour, state-of-the-art Fitness Center or unwind in the heated, indoor pool while the kids play in a kiddie pool with a water feature. Call & book your stay now!

Features

At the world's second-largest Holiday Inn Express hotel with 274 guest rooms and suites, our guests enjoy being near O'Hare Airport and amazing facilities that redefine the "express hotel". Our hotel is 100% smoke free. Guests must be 21 years of age to check-in at this Chicago O'Hare Airport hotel.

Announcements

Book our Park Stay n Go Package. Rate includes parking, hot breakfast buffet and Wi-Fi. Park your car and stay with us the night prior or after your trip and we will shuttle you to & from O'Hare Airport. We are offering our Pick a Perk Meeting Package with great corporate deals through March! Ask about our Allstate Arena rate! Enjoy a fresh cup of Keurig coffee; a new addition to our guest rooms!

Hotel Rules – Social Justice Club Trip

- We are not the only guests in this hotel-please be considerate of others!
- Please be respectful of any other hotel guests using the pool
- Clean up any mess in the breakfast area and be respectful of your portions
- Quiet in the hallways at all times
- Be mindful of making sure hotel doors to not bang and shut loudly
- Keep hotel doors WIDE open when there are members of the opposite sex in the room
- Be on time for all meetings and departures
- Room keys will be collected at 10:30PM and Lights out by 11PM
- Once you have a seat on the bus, please keep that seat.
- When we leave the hotel, we all go. No one stays in the hotel
- There will be time to swim, so bring a swim suit if you want
- The hotel does offer breakfast, so please be sure to eat and be packed and ready to leave by 8:20AM. This means you might have to eat breakfast at 7:30AM
- We will be checked out of the hotel by 8:20AM-plan accordingly
- Bring headphones for any device that music or noise-we want to be respectful of our peers who want quite on the bus
- We will arrive back in Duluth about 11PM on Thursday, April 28th. Students will have access to chaperone cell phone if needed to inform ride of a more specific arrival time on our way back. Transportation home after trip is available upon request.

Social Justice Club We Day Trip April 27-28

Itinerary For Social Justice Club Students	
Trip Description	We Day Illinois is a trip to develop and reward student leadership. Students from East Achievement Center and East Social Justice Club will have the opportunity to aesthetically engage in the internationally renowned "We Day" experience.
Trip Goals	1) Goal for students who attend engaging We Day experience will increase interest, leadership and engagement in involvement and awareness around human rights and social justice issues.
Trip Length	2 days, 1 overnight. Leaving 4/27/16 @ 5:30AM Returning 4/28/16 @ 11:00PM
Departure Date	April 27 th , 2016 at 5:30AM
Bus Company	LCS Coaches
Departure Flight No.	N/A
Departure Time	Coach Bus boarding East High School at 5:20AM. Bus Boards between school and football field. Leaving at 5:30AM
Arrival Time	Rosemont, IL 60018 3:15/3:30pm
Hotel	Holiday Inn Express & Suites Chicago O'Hare 6600 Mannheim Rd, Rosemont, IL 60018 Phone: (847) 544-7500
Main Contact Name/Phone	Calvin Harris: 715-574-4725
Return Date	April 28 th , 2016
Return Bus Company	LCS Coaches
Return Departure Time	from All-State stadium 2:30pm

Day 1	Time	Location		
Breakfast	7:30/8:00 Wednesday April 27th	Coach Bus Bagged breakfast from District cafeteria	C.Harris or N.Smith	
Rest Break	11:00/11:30 AM	Stop by Denny's, Wisconsin Dells for Stretch Break and early lunch at Denny's		
Lunch	11:30AM	Denny's in Wisconsin Dells 600 S Frontage Rd, Wisconsin Dells, WI 53965	Leaving Dells at 12:30	
Hotel Check In	3:15PM	Holiday Inn Express & Suites Chicago O'Hare 6600 Mannheim Rd, Rosemont, IL 60018		Hotel Phone: (847) 544-7500
Dinner	5:30pm	Navy Pier	Leaving Navy Pier at Returning to Hotel 7:30PM	
Group Meeting	7:45PM	Hotel/ review expectations,Itinerary etc.	8pm Student Leisure time. Pool, Games,phone calls etc.	10:30PM Own rooms Turn in keys. 11pm lights out
Other				
Other				

Day 2	Time	Location		
Breakfast	6am-8:15am	Hotel		
Walk to We day Event	8:20 am	All-State Stadium		
Lunch	12:00 pm	All-State Stadium	We eat together!	
Departure Time	2:30 pm	All-State Stadium		
Dinner/Rest break	6/6:30pm	Wisconsin Dells <u>Culver's, McDonald's</u>	30 min. for dinner	
Departure Time	6:30pm	Wisconsin Dells <u>Culver's, McDonald's</u>		
Arrival	11/11:30pm	East high school		
Other	10pm	Students call to confirm Pick up times from school		
Other				

Notes/Additional Items

**Hotel: We have Block rooms same floor, same wing
Staff rooms in middle. Lights out 11pm.**

Chaperones: There will be Cal and Nate with the addition of 2 female staff members. Total of 4 chaperones.

You must complete the required Community and Global Projects.

***20 community hours served.**

***Get three individuals to donate to water well Project.**

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 and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Jamil K... [Signature]
 Not Recommended Date: 3/18/16

Assistant Superintendent: Recommended Name: C. Sanchez [Signature]
 Not Recommended Date: 4/5/16

School Board: Approved Name: _____
 Not Approved Date: _____

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: National Skills USA
2. Contact Person (Responsible for Checklist Completion): Glen D'Amour
3. Field Trip Date(s): 6-20-04 Destination: Louisville Kentucky
4. Field Trip Overview (Include events, establishments and locations): Student will be competing at Nationals for scholarship

5. Field Trip Departure from School (Date and Time): 9am June 20 ?
 Field Trip Return to School (Date and Time): 3pm June 24 ?

6. Objectives of Field Trip: student objective is to place first for scholarship

7. Relationship to Curriculum or Student Learning: Skills USA is a national career and technical student organization

8. Planned Follow-up Field Trip Activities: None

9. Field Trip Budget Request

All estimated

Estimated Expenses	
Total Admission/Fees	\$ 300.00
Total Meals	\$ 250.00
Total Lodging	\$ 1,080.00
Total Transportation	\$
<input type="checkbox"/> School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>AIR</u>	1,300.00
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ 500.00 ?
Other:	\$
Total	\$ 3430

Revenues	
District Budget	Code: <u>01-380-005-428-000</u> \$ 1325
Booster Group	\$
Donations	\$
Student Fees	\$ 1605
Total Additional Stipends:	\$ 500
Total	\$ 3430

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).
Guide: May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

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

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students
Example: Home phone numbers, emergency contacts, medical information
- Additional Information
Note: Provide any additional information.

Signature of Contact Person: _____



[Home](#) > [Events & Training](#) > [National Leadership and Skills Conference](#) > [Condensed Agenda](#)

Condensed Agenda



This is a tentative, condensed agenda and *is subject to change*. Please check back prior to conference to check for any changes.

Saturday, June 18

- 7 a.m. SkillsUSA Championships Move-in
- 8 a.m. – 9 a.m. – Leverage, Activate and Engage registration
- 9 a.m. – 4 p.m. – Leverage, Activate and Engage
- 11 a.m. – 6 p.m. – State Director Conference Registration

Sunday, June 19

- 7 a.m. – SkillsUSA Championships Move-in
- 8:30 a.m. – 4 p.m. – Leverage, Activate and Engage
- 9 a.m. – 6 p.m. – State Director Conference Registration
- 9 a.m. – SkillsUSA Championships move-in

Monday, June 20

- 7 a.m. – SkillsUSA Championships move-in
- 8:30 a.m. – 9:15 a.m. – SkillsUSA Store open to State Directors Only
- 8:30 a.m. – 3 p.m. – Leverage, Activate and Engage
- 9 a.m. – State Directors' Meeting
- 9 a.m. – noon – Alumni Roundtable
- 1 p.m. – 6 p.m. – SkillsUSA Store Grand Opening
- 2 p.m. Contest Chairs' Meeting

Tuesday, June 21

- 7:30 a.m. – 5 p.m. – SkillsUSA Store open
- 9 a.m. – 3 p.m. – TAG Tuesday (Delegates)
- 9 a.m. – Noon – Advisor of the Year Interviews
- 10 a.m. – 2 p.m. – National Officer Candidate Procedure
- 11 a.m. – 4 p.m. – SkillsUSA TECHSPO
- 11 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
- 11 a.m. – 5 p.m. – Contestant Orientation Meetings
- 12 p.m. – 6 p.m. – Set up display event, exhibits and check in notebooks

7 p.m. – Opening Ceremony

Wednesday, June 22

7:30 a.m. – Leadership contestants report to contest area
 7:30 a.m. – 8:45 a.m. – President's Volunteer Service Award Breakfast
 7:30 a.m. – 6 p.m. – SkillsUSA Store open
 7:45 a.m. – Teachers' Continental Breakfast
 8:30 a.m. – 9:45 a.m. – A Call to Action Teachers' Session
 8 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
 8 a.m. – 5 p.m. – SkillsUSA TECHSPO
 9 a.m. – 5 p.m. – Models of Excellence Interviews
 9:30 a.m. – Delegate Training
 10:30 a.m. – 4 p.m. – SkillsUSA University
 1 p.m. – Delegate Business Meetings/Meet the Candidates
 2:30 p.m. – SkillsUSA Corporate Meeting
 3 p.m. – Joint Delegate Session
 6 p.m. – 9 p.m. – Models of Excellence Dinner

Thursday, June 23

7:30 a.m. – Contestants report to contest area
 7:30 a.m. – 4 p.m. – SkillsUSA Store open
 8 a.m. – Leadership contests finals
 8 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
 9 a.m. – 4 p.m. – SkillsUSA Championships (open to the public)
 8 a.m. – 4 p.m. – SkillsUSA TECHSPO
 10 a.m. – 2 p.m. – SkillsUSA University
 1 p.m. – Delegate Business Meetings/Meet the Candidates/Voting Primary Ballot High School Regional VP
 6:30 p.m. – 10 p.m. – "SkillsUSA Night" at Kentucky Kingdom
 6 p.m. – 7 p.m. – 100% Advisor and Chapter Distinction Reception Registration
 7 p.m. – 9 p.m. – 100% Advisor and Chapter Distinction Celebration (No admittance once program begins)

Friday, June 24

7:30 a.m. – State Directors' Breakfast
 7 a.m. – 1:30 p.m. – Community Service Project
 8 a.m. – SkillsUSA Championships Move-out
 8:30 a.m. – State Directors' Business Meeting
 9 a.m. and 1 p.m. – SkillsUSA University
 10:30 a.m. – Delegate Business Meetings/Meet the Candidates/Final Ballot Voting
 10:30 a.m. – 1:30 p.m. – ASTS Business Meeting and Teachers Luncheon
 6 p.m. – Awards Ceremony

DISTRICT 709 FIELD TRIP REQUESTS

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

DIRECTIONS: All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

DEFINITIONS:

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

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

INSTRUCTIONAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

SUPPLEMENTAL TRIP ACTION

Principal: Approved Name: _____
 Not Approved Date: _____

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

EXTENDED TRIP ACTION

Principal: Recommended Name: Samuel P
 Not Recommended Date: 10/5/15

Assistant Superintendent: Recommended Name: A. Starzucker
 Not Recommended Date: 4/5/14

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

1. Organization/Grade/Course Planning Trip: HOSA 11TH AND 12TH GRADE (Medical Occupations HOSA)

2. Contact Person (Responsible for Checklist Completion): Kimberly Olson

3. Field Trip Date(s): June 21-25, 2016 Destination: Opryland Hotel Nashville, TN

4. Field Trip Overview (Include events, establishments and locations): This event represents the national 'finals' for students each year as they compete in areas of interest at one or more of the 44 events. Students are challenged and recognized for their work throughout the year through competitions, educational sessions, exhibitor booths, awards and recognition sessions. The top ten students placing in each event are recognized with awards. Registration includes printing of testing materials, guests and guest speakers and meals.

5. Field Trip Departure from School (Date and Time): June 21, 2016

Field Trip Return to School (Date and Time): June 26, 2016

6. Objectives of Field Trip: Students will be competing at National HOSA (Health Occupations Students of America) Competition.

7. Relationship to Curriculum or Student Learning: HOSA 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 Of Career and Tech 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.

Article for paper

8. Planned Follow-up Field Trip Activities: _____

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees (this is for 20 students and 2 staff)	\$ 1980
Total Meals (students are responsible for own meals)	\$ 266
Total Lodging	\$ 6600
Total Transportation	\$12,100
<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:	\$0
Other:	\$0
Total	\$21212

Revenues		
District Budget	Code: 01-380-005-428-000	\$1506
Booster Group		\$0
Donations		\$0
Student Fees (self pay)		\$19706
Total Additional Stipends:		\$
Total		\$21212

11. Reviewed/Completed Request Checklist: Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x Arrange Adult Chaperones for Field Trip (if necessary)
Guide: One (1) adult for every ~~twenty (20)~~ ^{ten (10)} students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

Awaiting Itinerary from the state/National department

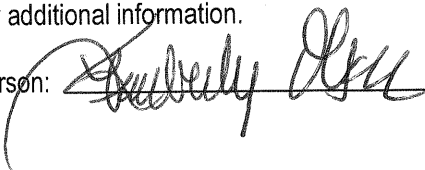
- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: _____

FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

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

The 2015-16 Membership year brings the challenge of achieving a record 32nd straight year of membership growth for HOSA. MN HOSA was proud of another year of increased membership also with missing 1000 by **6** members!

Our accomplishments of the 2014-15 HOSA year included:

- Support of our MN HOSA MRC (Medical Reserve Corps) with camps, workshops and volunteering
- Completing successful Fall, Mid-Winter and Spring Conferences with an increase in participants at all of them.
- The National Conference success included Duluth, Red Wing, STEP, and Northeast Metro for being recognized for their volunteerism in their communities with MRC related events, the Barbara James Award and the National Service Project Leukemia and Lymphoma Society. It was great to have most of our participants move on to the 2nd round of their events which is quite an accomplishment. We did have event finalists in EMT and the written test Pharmacology.
- MN HOSA received the most Professional State Association at the Recognition session at Nationals! I am SO proud of our HOSA members and a big Thank You to all the advisors that are great role models.

With all of the Great things we did last year it is time to look at a new beginning and where we will go.

The theme this year reflects what we work on not only this year but every year -

"Innovating, Inspiring and Igniting"

students to become successful in their future career goals.

We look forward to many HOSA activities which will help you in the classroom as well as helping your students become more confident, responsible and prepared for their next steps into the world where they are most needed in healthcare. The Competitive Events Program can be used as assignments to challenge your students beyond the textbook and also prepare them for HOSA's Competitions at state and national conferences

Ways we can work for a successful year for our HOSA Members with **Innovation**

- **The National Service Project** – This our second year with the Leukemia and Lymphoma Society. You will probably receive some information on projects for this topic. Kelli Anderson is our MN Representative. If you would like to contact her here is her email address- kelli.anderson@lls.org
- MN HOSA MRC- We will be getting a calendar of events for all HOSA members that would like to become a MRC Volunteer and learn how to "Prepare so we can prepare others". This will include workshops on topics and a camp which will be held at Camp Ripley. Those details are yet to be finalized.
- **Let's#StepItUp together project** – a call for action from the Surgeon General on walking and walkable communities. You will find out more on the www.hosa.org website
- **Verizon Innovative App Challenge**- find it also on the hosa.org website. Winning teams will receive mobile devices up to \$20,000.00 for their school. Find your techie students and see what they can do to help your program.
- **Middle School HOSA** is now a reality. HOSA-Future Health Professionals welcomes a new organizational division, the Middle School Division. At the National Leadership Conference, the 2015 Delegate Assembly voted to recognize the Middle School Division as a separate entity beginning with the 2015-2016 membership year. There is a Middle School HOSA Handbook on the [hosa](http://hosa.org) website. This could be a perfect way to groom and grow your upcoming Health Science Students. Could this be a mentoring opportunity??

Inspire our students, schools and communities to look at a future of healthcare.

HOSA can inspire students through health science programs, HOSA competitions and community projects. HOSA Students can Inspire others by getting the word out about HOSA, being a leader in their chapter and being visible in their schools and community as a leader through community based projects and fundraising.

Ignite HOSA Members through our events, activities, and opportunities.

The membership of HOSA gives students the opportunity to be a part of the fast- growing student organization. MN HOSA once again increased their membership last year with a goal of getting more students involved and understand what HOSA is – the **ONLY** Career and Technical Student Organization that is **100% HEALTHCARE!** It gives you the knowledge, skills and confidence to be a highly-qualified health professional including updated technology and soft skills that are vital for a successful career.

Membership - \$22.00 = \$12.00 State - \$10.00 National

Membership allows you:

- To attend all HOSA activities and events
- To apply for a HOSA Scholarships sponsored by many health professional organizations over \$80,000.00.
- To apply to be a part of the Surgeon General's Internships in the summer of 2016.
- Submit HOSA articles for the E-Magazine of your chapter's projects and successes

HOSA Events for 2015-16

MN HOSA MRC Camp/Workshop

November 19-21st- Tentative until all is finalized. Partnering with the MN National Guard.

MN HOSA Fall Conference

November 12th & 13th – St. Paul's Holiday Inn East

- Election of State Officer Team
- Career and Healthcare Professional Education sessions and exhibits (Friday)
- Thursday night Timberwolves game – Educational Session at the Target Center, Be a part of the T-Wolves Fan Tunnel and good seats.
- Represent MN HOSA with T-shirts and sweatshirts.

Health Science Teacher Workshop- December 3-5- Chase of the Lake, Walker, MN (Details will be sent under another message.)

Mid- Winter Competitive Events Days:

Metro- January 7th- Location to be determined

Rochester- January 8th- Rochester Community College

Northeast- Duluth- February- Date to be announced

Spring State Leadership Conference- April 18-20- Crown Plaza, Plymouth, MN (Note change of days and location)

National Leadership Conference – June 21- 25- Nashville, TN

** Other events and activities will be announced as details are finalized.

