

Red Wing Public Schools

Student Overnight Field Trip Request

Revised July, 2012

This form must be completed for any proposed student overnight field trip request. To ensure that school district officials and the school board can review the request in a timely manner, please submit the completed form to the Activities Director or building principal at least 45 calendar days prior to the planned trip. Do NOT make any financial commitments until the request has been approved by the school board.

Basic Information

Date of Application: 9/19/2024

Group Name: Red Wing High School Boys Hockey Building: High School

Event: Greenway and Moose Lake Hockey Game

Number of Students: 30 Grade Levels: 10-12

Justification of Trip (include goals and objectives of the trip. Attach detailed itinerary and description):

We play ~~Greenway~~ ^{Greenway} on Friday, November 22nd and Moose Lake on Saturday November 23rd.

We would like to stay in a hotel overnight to limit travel.

Destination (include city and state): Greenway, MN and Moose Lake, MN

Trip Previously Taken? Similar trip to Proctor and Hibbing two years ago, and Eveleth and Duluth 4 years ago

Timing

Contemplated Departure. Date: 11/22/24 _____ Time: 10:00 AM _____

Expected Return. Date: 11/23/24 _____ Time: 6:00 PM _____

Number of School Days Missed: 1 Day of school missed for travel _____

Supervision

All non-students accompanying the trip must have background checks completed prior to the trip. Forms are available at the district office or on the district's website. Background check forms should be turned in 10+ days prior to the trip, so please plan ahead.

Names of Organizer(s) who are responsible for the Trip:

| Names of Organizer(s) | Work Phone | Work E-Mail |
|-----------------------|--------------|------------------|
| Tony Casci | 651-245-1284 | afcasci@rwps.org |
| | | |
| | | |

How Many Teachers will be Chaperones? 1 teacher _____

How Many Other Adults will be Chaperoning? 2-3 other coaches _____

Transportation

You may not use personal vehicles at any time on the trip. All drivers must have completed a Type III vehicle check through the District Office. This process can take 10+ days, so please plan ahead.

| Mode of Transportation | How Many Will Be Used? |
|------------------------|------------------------|
| District-Owned Vans | |
| First Student Vans | |
| First Student Buses | |
| Other Contracted Vans | |
| Other Contracted Buses | 1 |
| Airplane | |
| Other (Describe) | |

Round-Trip Miles of Driving To/From Destination: 500 miles

Lodging

All student groups are required to stay in a hotel unless there is a bonafide non-monetary reason for not staying in a hotel (for example, the trip features a canoe trip sponsored by the Environmental Learning Center). Personal cabins are not allowed. Chaperones may not stay in the same room as a student unless the chaperone is the parent of the student.

| Name of Hotel | City and State | Dates of Stay |
|----------------------|----------------|------------------------|
| Americinn by Wyndham | Cloquet, MN | Friday, Novembmer 22nd |
| | | |
| | | |

Financial Information

If the trip is related to a student activity fund, what is the current fund balance? \$2,900

Check with the Director of Finance, Operations, and Human Resources to verify estimated transportation costs. Use \$125/teacher/day for substitute costs.

| Estimated Costs | Cost | District Pays? | Student Activity Fund Pays? | Students and Parents Pay? | Chaperones Pay? | Others Pay? |
|---------------------|------------------|----------------|-----------------------------|---------------------------|-----------------|-------------|
| Transportation | About \$1,800 | | \$1,800 | | | |
| Student Lodging | \$2,272 | | \$2,272 | | | |
| Chaperone Lodging | \$660 | | \$660 | | | |
| Student Meals | \$700 | | \$700 | \$50 Each | | |
| Chaperone Meals | \$200 | | \$200 | | | |
| Registration | \$200 | | \$200 | | | |
| Substitute Teachers | \$125 | \$125 | | | | |
| Other | | | | | | |
| TOTAL | | \$125 | \$5,632 | \$50 Each | | |



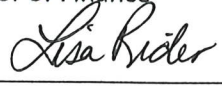
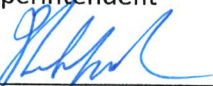
Comments about Financial Information:

We host a Taco Feed Fundraiser on November 15th to raise money for the season. This fundraiser will more than cover

 all our costs for the season including this trip. If for some reason the trip cannot be covered by that fundraiser, it will be divided

 amongst the players attending.

Review and Approval

| Position Signature | Date | Approved | Approved with Stipulations | Denied | Need More Information |
|--|----------|----------|----------------------------|--------|-----------------------|
| Activities Director  | 10/16/24 | X | | | |
| Principal  | 10/16/24 | ✓ | | | |
| Director of Finance  | 10/16/24 | ✓ | | | |
| Superintendent  | 10/17/24 | ✓ | | | |
| School Board Clerk | | | | | |

Stipulations or Information Needed:
