

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: The W. Tech
 Not Recommended Date: 3-14-19

Assistant Superintendent: Recommended Name: [Signature]
 Not Recommended Date: 3/27/18

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

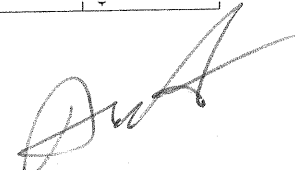
Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: Denfeld Automotive ASE Program-SkillsUSA Club
2. Contact Person (Responsible for Checklist Completion): Stuart Soland, ISD 709 Automotive Instructor
3. Field Trip Date(s): April 12-14, 2019 Destination: Doubletree by Hilton Mpls South, 7800 Normandale Boulevard, Bloomington, MN 55435
4. Field Trip Overview (Include events, establishments and locations): A party of 5, including the instructor, will travel by ISD 709 van to Bloomington, MN, to participate in the Minnesota State SkillsUSA conference held at the Bloomington Doubletree by Hilton. Our team will be testing in safety, tool and equipment and will be bussed to and from the testing site and the hotel conference center. The awards will conclude at approximately noon on Sunday at which time we will return to Duluth.
5. Field Trip Departure from School (Date and Time): Leave Duluth Denfeld at 9 am, Friday, April 12, 2019.
Field Trip Return to School (Date and Time): Leave Bloomington at 12:30 pm, Sunday, April 14, and arrive at Denfeld at 3:30 pm.
6. Objectives of Field Trip: The main objective is to participate in all SkillsUSA events, seminars and learning opportunities, compete in the Automotive Skill Olympics, and enhance student skills, knowledge, and access to scholarships and employment.
7. Relationship to Curriculum or Student Learning: SkillsUSA is an integrated component of the nationally certified ASE Automotive program and Denfeld Automotive is an ASE school.
8. Planned Follow-up Field Trip Activities: Upon returning to Duluth, students will update their resumes and portfolios, prepare for the remainder of the school year, and seek summer internship and employment opportunities.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 625
Total Meals	\$ 114
Total Lodging	\$ 866.00
Total Transportation	\$ 170
<input checked="" type="checkbox"/> School District Vehicle(s) ISD 709 Van, approximately 300 miles <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ <input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$ 1775

Revenues		
District Budget	Code:	\$
Booster Group	(ISD709 SkillsClub)	\$ 1059.70
Ordean <input checked="" type="checkbox"/> Perkins	(advisor meals/lodging)	\$ 515.30
Student Fees		\$ 200
Total Additional Stipends:		\$
Total		\$



Each student will be requested to pay \$50 toward their registration costs.
Ordean Achievement Award applications are pending.

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 document of program of events

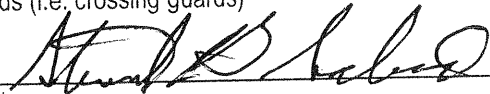
TIME

LOCATION

Program of Events attached

- 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: _____



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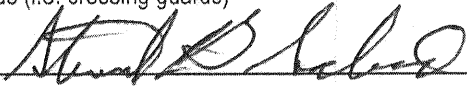
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The Purpose of the 2019 SkillsUSA Extended Field Trip

Denfeld Automotive ASE Program

Beginning in 1997, the Secondary Technical Center/Denfeld High School Automotive Program has participated in SkillsUSA. As the automotive program instructor and SkillsUSA advisor, it is my goal to bring our team to Bloomington, Minnesota, on April 12, 2019. Four students from the Denfeld Automotive program plan to participate in the auto service technology competition at the Minnesota State SkillsUSA conference. The conference will conclude at noon on Sunday, April 14, at which time we will return to Duluth.

In the spring of each school year, approximately 350 business and industry leaders get together and over 70 skill and leadership contests are held for the student members from across the state. These are entry-level, hands-on skill contests, evaluated by the leaders who prepare them. Students will participate in the skills contests, attend personal development training workshops, and learn about post-secondary educational opportunities for SkillsUSA students.

Auto Service Technology contests are based on industry driven occupational skill standards, and utilize ASE core curriculum and STEM standards. SkillsUSA is an integrated component of ASE national curriculum and student participation is a component of maintaining national certification for the Denfeld Automotive Program.

Industry donates many thousands of dollars in prizes in the form of scholarships, tools, equipment, and training aids/supplies for participating schools. Business partners work throughout the school year to plan the competitive events and many of these partners hire students right off the competition floor! The top three competitors in each area are recognized, and the first place winner will be offered the opportunity to participate in the National SkillsUSA conference in June of 2019.



2019 State Leadership & Skills Championship Conference

DoubleTree by Hilton Bloomington Mpls. South • 7800 Normandale Blvd. • Bloomington, MN 55439

– TENTATIVE PROGRAM OF EVENTS –

Friday, April 12, 2019

	Conference Headquarters and Advisor Lounge	Suite 215
	Alumni Headquarters	Suite 218
10:00 am - 1:00 pm	Conference Registration is OPEN	Plaza Mall
1:00 - 2:30 pm	Opening General Session	Veranda Ballroom
3:00 - 4:00 pm	Set Up Career & Chapter Displays, Bulletin Boards & Skill Projects	Plaza Mall
3:30 - 9:30 pm	All General Leadership Contests Select Technical Skill Contests	Plaza area Atrium area
6:00 - 6:30 pm	Pre-Contest Meeting, Job Interview	Veranda Ballroom
5:30 - 7:30 pm	Judges Dinner Buffet	Plaza 3
8:30 - 10:30 pm	Entertainment Show <i>Entertainment for all registered participants</i>	Veranda Ballroom
8:30 - 10:30 pm	Advisor's Reception	Edina Room
11:00 pm	CURFEW- Lights Out	

Saturday, April 13, 2019

	Conference Headquarters and Advisor Lounge	Suite 215
	Alumni Headquarters	Suite 218
<i>BUSES WILL START LEAVING THE HOTEL AT 6:00 AM TO YOUR CONTEST HOST SITE!</i>		
<i>ALL SKILL CONTESTS will be held around the twin cities metro locations</i>		
8:00 am - 4:00 pm	Technical Skilled Contests State Championships	Multiple Host sites
7:00 pm - 9:00 pm	Alumni Benefit Auction	Bloomington Room
9:00 pm - 12:00 am	SkillsUSA Minnesota Night <i>Entertainment for all registered participants</i>	West & Center Ballroom
12:30 am	CURFEW - Lights Out	

“EARLY START” START”	Sunday, April 14, 2019	“EARLY
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7:30 am - 11:00 am	TECHSPO Vendor Fair with Colleges, Business & Industry Partners	Grand Ballroom Foyer
8:00 am - 9:00 am	Awards Buffet Breakfast	Garden Court Area Veranda Ballroom
9:30 am - 11:00 am	AWARDS PRESENTATION	Grand Ballroom



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