

**Kenyon-Wanamingo Public Schools
Independent School District #2172
Wanamingo, Minnesota**

610 FIELD TRIPS – Form B

**KENYON-WANAMINGO MIDDLE-HIGH SCHOOL
EXTENDED STUDENT TRIP REQUEST FORM**

This request form must be completed for any proposed student trip which is taken for more than one day and requires an overnight stay. Requests must be submitted to the Principal by May 1st of the year prior to the trip (unless competition related).

Name of Group: Robotics Regional Date of application: 4/28/2025

Teacher/Sponsor: Maxim Blower Destination: TBD

Number of students: 8-14 Number of adult chaperones: 2-4

Educational Goal or Objective: Explore engineering

Please attach an itinerary and supervision plan.

Departure Date: TBD Time: _____ Return Date: _____ Time: _____

Number of school days: 2-3 Number of non-school days: 1

Is this a recurring trip? Yes Date last trip was taken: 4/2025

Estimated trip cost

Student fee	\$	<u>X</u>	(number of students)	= \$	_____
Adult fee	\$	<u>X</u>	(number of adults)	= \$	_____
Total round trip charter miles			X \$ 1.60 per mile	= \$	_____
Total round trip school van miles	<u>300 est</u>		X \$.99 per mile	= \$	<u>297</u>
Bus driver time			X \$25.00 per hour	= \$	_____
Substitute teacher			X \$175 per day	= \$	_____
Other faculty attending			X \$40 per hour	= \$	_____
Other faculty supervision			X \$40 per hour	= \$	_____
Miscellaneous costs	<u>Food / Lodging</u>			= \$	<u>3000</u>

donation funded

Amount of money collected by trip organizer: \$ _____

Cost to student: \$ 0

Cost to the district: \$ 0

Budget code(s) to be charged: 201 020 293 940 000 096 Donations

List chaperone cell phone numbers:

TBD

*** Please notify school nurse to plan for special student needs.**

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(This section to be completed by Principal)

Transportation contact date: _____ Vehicle(s): _____

Comments: _____

Principal confirmation of transportation: _____ Date: _____

- School Board Policy 610 states that field trip approval will be dependent upon a plan that suggests an orderly and safe environment, clear learning objectives, reasonable cost to the participant or district, and minimal impact of an absence on scholastic performance and the overall operation of the school. Every reasonable effort must be made to avoid missing instructional days.

If a fundraiser is going to help defray the cost, please attach a Request for Fundraiser Form.

☒ Approved ☐ Disapproved JW Activities Director Date 5/15/25
☒ Approved ☐ Disapproved M.R. Principal Date 5-13-25
☒ Approved ☐ Disapproved BV Superintendent Date 5/14/25
☐ Approved ☐ Disapproved _____ School Board Clerk Date _____

cc (if approved): Trip coordinator, school office staff, and food service director.