

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 (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: Jane Smith
 Not Recommended Date: 2/12/13

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: HOSA 11th and 12th Grade

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

3. Field Trip Date(s): Oct. 10th-12th, 2013 Destination: Little Falls, MN Camp Ripley

4. Field Trip Overview (Include events, establishments and locations): MN HOSA Medical Reserve Corps Camp, Three day intense training for all potential MRC Student Volunteers- Partnered with MN National Guard.

5. Field Trip Departure from School (Date and Time): Oct. 10th 12:00 Tentive time

Field Trip Return to School (Date and Time): October 12th 4:00pm

6. Objectives of Field Trip: MN HOSA Medical Reserve Corps Camp, Three day intense training for all potential MRC Student Volunteers- Partnered with MN National Guard. See attachment -flyer.

7. Relationship to Curriculum or Student Learning: Leadership, teamwork, POS and Career Pathway exploration, Partnership for CTE, Implementing of HSP(Health Science Programs) Parliamentary procedures, citizenship.

8. Planned Follow-up Field Trip Activities:

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	\$25.00 covers <i>Student Pay / 1 teacher</i>	\$ 25.00 each
Total Meals		\$0
Total Lodging	MRC Grant	\$ Free
Total Transportation		\$1000.00
X School District Vehicle(s) VAN		Paid by students
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		~25.00-35 each
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$ 200.00
Other: Students are self-pay		\$ -0-
Total		\$

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

Student pay
 Adm. Fee 25.00
 tx 25.00
 Food 0
 Lodging 0
 to be determined
 Student self pay

Instructor
 Adm. Fee 25.00
 transp. 25.00
 Food 0
 Lodging 0
 sub 200.00
TT
 250.00
 Perkins

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: _____

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: _____



MN HOSA 2013-14 Calendar

October 10 th -12 th	MN HOSA Medical Reserve Corps Camp Three day intense training for all potential MRC Student Volunteers-Partnered with the MN National Guard. Registration will be on line for HOSA members	Little Falls, MN- Camp Ripley
November 7 th – 8 th	MN HOSA Fall Conference Dynamic speakers, presentations on careers and healthcare possibilities, exhibitors and tours. Registration will be on line. Officer Candidate will be sent out and also located on the website.	Holiday Inn East- St. Paul
December 12 th -13 th	State Officer Training/MRC training - Leadership training for new state officers including teambuilding, Etiquette, leadership activities and conference planning. MRC teams/volunteers will begin their orientation and training to help get started with community projects and HOSA event.	Best Western Kelly Inn- St. Cloud
January 3 rd , 2014	Rochester Mid- Winter Competitive Event Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference.	Rochester Community College
January 17 th	Metro Mid- Winter Competitive Event Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference.	Argosy University- Eagan
February---	Duluth Mid-Winter Competitive Events Day Preview of selected HOSA Competitions to see how you are doing and how you can improve before the state Conference.	Lake Superior College- Duluth
April 2 nd - 4 th	HOSA State Spring Conference Competitions of over 40 events, Exhibits and presentations Recognition and awards for all event finalists.	Best Western Kelly Inn- St. Cloud
June 25 th - 28 th	National HOSA Leadership Conference Compete with participants from all over the United states, Puerto Rico, Alaska, and Hawaii in a competition that you have excelled in at the State Level.	Orlando, Florida

** Volunteer Opportunities with Cystic Fibrosis will be relayed as soon as announced

**Legislative Day is TBD

** Science Museum TBD by exhibit available

** MRC training opportunities will be relayed when they are opened up.

If anyone would like to do a HOSA kickoff with a HOSA presentation- let me know.

JOIN US
at
MN HOSA's MRC Camp
October 10th -12th

“EMERGENCY * RESPONSE * ACTION”

Partners in Action: MN HOSA MRC, MN National Guard, MN Highway Patrol

Location: Camp Ripley- Little Falls, MN

Registration: \$25.00/ person

Registration: Online- www.hosa.org (must be HOSA member) Open- September 5th Prerequisite: Online- NIMS

Curriculum IS-700a (<http://training.fema.gov/emiweb/is/is700a.asp>)

Deadline-

September 17th

Day 1- Thursday- Deployment / Training

- 1:00 pm** Bus to deploy at determined sites in Metro area
“Train as you Deploy”- Training assignment on Bus to be completed by arrival.
- 3:00 pm** Arrival at Camp Ripley
- 5:30 pm** Dinner
- 6:30 – 8:30 pm** General Session:
Introductions /Announcements / Professionalism and Leadership in a Disaster
Orientation to MN HOSA Medical Reserve Corps
- 8:45 pm - 10:30 pm** Open time- Rec Center
- 11:00 pm** Curfew- to barracks

Day 2- Friday- Training/ Response

- 6:30 am- 7:30 am Breakfast
- 8:00 am- 12:00 pm Medical Training: CPR/ EMT/ SIMS (determined on level of pre-training.)
- 12:05 pm - 12:40 pm Lunch – Pizza
- 12:45 pm – 3:15 pm NIMS 100/ Disaster Drill
- 3:15 pm – 5:00 pm Careers in Emergency Management/Action (Exhibits/ hands on demos)
- 5:15 pm 6:15 pm Dinner
- 6:30 pm – 8:30 pm Psychological First Aid and DRAT (Disaster Response Action for Teens)
- 8:30 pm 10:30 pm Bonfire/Rec Center (TBD by weather)
- 11:00 pm Lights out

Day 3- Saturday- Review / Action

- 6:30- 7:30 am Breakfast
- 7:30 am – 8:30 am Bunks cleaned/ personal items stored. Personnel Walk through
- 8:40 am- 9:30 am Debriefing of Camp- Discussion Groups / Disaster setting and response
- 10:00 am – 10:50 am Orientation to HOSA/MRC – How to be a MN HOSA MRC rep/? Register on computers
for MRC membership
- 11:00 am Evaluations completed
- 11:15 am Lunch
- 12:00pm Busses Depart

Certificates, Emergency kit, membership and t-shirt for all participants

Camp Ripley- Minnesota HOSA MRC Camp

Name of Project: **“Build People - Build a Task- Build MN HOSA MRC**

Focus: Connecting Youth with Disaster Preparedness- Build Membership- Promote Leadership

Information, training and development of a specialized team of youth volunteers within MN HOSA to address disaster preparedness, reduce the risk and understand recovery.

Goals:

- To prepare community emergency service roles while working with youth in areas of education and promotion of good health and safety.
- To foster community change in growth of members through connecting youth with Public Health initiatives in preparing and presenting educational services to peers and communities.
- Add value to member’s leadership roles in life by teaching and discovering how to use their talents in preparing others for disasters in their homes, schools and communities.
- Reduce stress in members by receiving knowledge and training of disasters and recovery through the education of others involved in Emergency situations.

Impact: This project will introduce students in disaster preparedness, foster community resiliency, and build leadership skills through education, training and connections with other emergency response partners. This is to lead to student’s confidence to go into their communities to teach others on being prepared making communities ready and safer in the time of possible disasters.

Training will follow the goals stated in the MN HOSA MRC Unit application- including but not limiting educational opportunities:

1. CPR & First Aid
2. Psychological First Aid
3. IS 100, 700
4. DRAT (Disaster Response Action for Teens)/ Plan 9

Tentative Agenda- Items discussed for the camp

October 10th – Thursday- Arrival at 10 am- 10 pm

October 11th- Friday- 7:30 am – 10 pm

October 12th - Saturday- 7:30 am- 1:00 pm

- Pre-session on bus before arrival
- General Session for Introductions, rules and camp plan
- CPR/First Aid (or Emergency training in accordance to previous education)
- Medical Training with SIMS demonstration
- Disaster Training- DRAT- Emergency Readiness
- Disaster Response- Drills (followed by discussion)
- Psychological First Aid
- Leadership sessions
- Disaster Risk reduction planning/ Management- (Who does it? How can you help?)