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:

<u>Instructional Trips</u> - 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.

<u>Supplementary Trips</u> - 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:				
Instru	ctiona	I/Supplemental Trips nee	d not be	sent to District office.			
EXTENDED/EXTERNALLY S	PONS	ORED TRIP ACTION		(00 -			
Principal:	4	Recommended	Name:	A Mitchelkack			
		Not Recommended	Date:	3-15-11			
	\ /						
Assistant Superintendent:	X	Recommended	Name:	how muth			
		Not Recommended	Date:	46/1			
School Board:		Approved	Name:				
		Not Approved	Date:				
All extended trip propo		nust be sent to the Assist cation Committee meeting		erintendent's Office to be placed on the a for approval.			

FIELD TRIP REQUEST FORM

Date	e of Submission:	
Туре	e of Trip: Instructional Supplementary Extended Externally S	ponsored*
1.	Organization/Grade/Course Planning Trip: Cartical DECA	21. 7010
2.	Contact Person (Responsible for Checklist Completion):	310-3768
3.	Field Trip Date(s): Destination: Orlando Toudo	
4.	Drange County Conventien Content, april 30, 2011 -1	May 3, 2011
5.	Field Trip Departure from School (Date and Time):	
	Field Trip Return to School (Date and Time):	
6.	Objectives of Field Trip: DECA ICDC Control DECA'S Roa Project Place 3rd in MN at State CDC, March 6	m & Earn -8,2011
7.	Relationship to Curriculum or Student Learning: Marketing Education and	DECA
	Planned Follow-up Field Trip Activities:	
9.	Field Trip Budget Request	
	Estimated Expenses	C. C
	Total Admission/Fees # 90 Total Meals **25 And Admission/Fees	\$ 125.00
	Total Lodging	\$ 100
	Total Transportation Chr Round Tip Buluth-Orlando TBA School District Vehicle(s) Commercial Transportation Carrier ~ Name: Private Vehicle (requires certificate of insurance) ~ Name:	\$500,00 Z - 56,00 Z
	Total Additional Stipends:	\$
	Other:	\$
	Total	\$765,00 2
	Revenues	
	District Budget Code: \$	
	Booster Group \$	
	Donations \$	
	Student Fees \$	
	Total Additional Stipends: \$	
	Total \$	
11.	Reviewed/Completed Request Checklist:	

sponsored trip prior to the departure date.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally

FIELD TRIP REQUEST CHECKLIST - All Field Trips DIRECTIONS: Please complete checklist. No attachments are necessary.

	DIRECTIONS: Please complete	CHOOMION		
Collect Parent/Guardian medications, special ne Gain Access to Cell Photo Plan Arrangements for Auide: May choose to Plan Meal Arrangement Reminder: Notify food Plan Administration of Guide: Contact School Develop and Commun Arrange Adult Chapero Guide: One (1) adult of appropriate.	eds.) one for Field Trip Early Pick-Up or Late Drop-Off S leave message on school voice ts (if necessary) service of non-participation. Student Medication and First Aid I Nurse. inate Action Plan if Student Gets	ation in Field Trip (Inclustudents (if necessary). I Needs (if necessary) Lost on Trip Epending on field trip. Perone Expectations		
TIME	LOCATION	t.		
Arrangement for Safe Signature of Contact Perso		my		
FIELD TR	DIRECTIONS: Please complet		tternally Sponsored Trip Only all appropriate materials.	
Note: Attach tentativ Arrange Funding of E Arrange Meal Plans Arrange Lodging Plan Collect Family Emerg	xpenses During Trip as and Room Assignments ency Information for Students ne numbers, emergency contact ditional information.	•	cts Letter to Parents/Guardians	

My Schedule

Friday, April 29

(Report your Compet tive	8:00 a.m5:00 p.m.	Tour Booth	W 203 Love				
Events, Academies,	8:00 a.m5:00 p.m.	Tour Booth Hilton Walt D	isney World Resor				
Workshops and other	Noon-6:00 p.m.	Conference Registration (State/Provincial Advisor Only)	W 203 Fove				
activ ties.)	Noan-6:00 p.m.	Conference Headquarters	W 203 Fove				
	Noon-6.00 p.m.	Blazer Booth Open	17.30				
	Saturday, April 30						
	7:00 a.m4:00 p.m.		isney World Resor				
	7:00 a.m9·00 p.m.	Tour Booth	W 203 Fove				
	7:00 a.m9:00 p.m.	Blazer Booth Open	W30				
	7:30 a.m.	5K Walk/Run	()('('(
		Sponsored by Finish Line and Corporate Sponsors					
	8:00 a.m10:00 a.m.	Conference Registration (State/Provincial Advisor Only)	W 203 Fave				
	8:00 a,m5:00 p.m.	Conference Headquarters	W 203 Fave				
	9:00 a.m	Officer Candidate Testing/Interviews	1/2, 3():				
	9:00 a.m5:00 p.m.	DECA Day at Disney World					
	1:00 p.m 5:00 p.m.	Exhibit/Campaign Booth Set-up	WB				
	5:00 p.m.	Parade of State/Provincial Flags Rehearsal	1.11				
	5:00 p.m8:15 p.m.	State/Provincial Photos—Session 1 (by appointment)	ddo.1 FW				
	5:00 p.m9:00 p.m.	Conference T-shirt Stand Open	WA2 Lobb				
	8:30 p.m.	Grand Opening Session and Eastmon Show	1-11-11				
		Fashion show sponsored by FIDM/Fashion Institute of Design & A	Aer, handwing				
	10:00 p.m11:00 p.m	Tour Booth	W 203 Fove				
	10:00 p.m. 11:30 p.m	State/Provincial Photos—Session 2 (by appointment)	WA Lobby				
	12:30 a.m.	Curfew					
	Sunday, May 1						
	7,30 a.m.	Virtual Business's Challenge Briefing (required	W 310				
	30 a.m 5.00 p.m.	Ton Booth	W 203 Fove				
	7-30 a.m - 5:00 p.m.	Blazer Booth Open	W' 30:				
	8:00 a.m =9:00 a.m.	Career Exhibits Open (Advisors only)	W.B.				
	8:00 a.m-1:00 p.m.	Competitive Event Briefing and Testing (Refer to Event Schedules, pp.	30-38) OCCC				
	8:00 a.m1 30 p.m.	Conference Headquarters	W 203 Fove				
	8:30 a.m3:30 p.m.	Leadership Academies (Refer to Event Schedules, p. 39)	()(.(.(
	9:00 a.m3:00 p.m.	Advisor Academy (New and Developing Advisors)	W 311 G 1				
	The second secon	Sponsared by Southwest Airlines Co.					
	9:00 a.m3:00 p.m.	Campaign Booths Open	WB				
	9:00 a.m3:00 p.m.	Career Exhibits Open to All	W.B				
	10:00 a.mNoon	MDA Brunch (Top MDA fund-raisers, invitation only)	()(,()(
		Sponsored by the Muscular Dystrophy Association and Safeway, In					
	10:00 a.m1:00 p.m.	I secutive Mentor Program	W 30				
	Noon-1:30 p.m.	State/Provincial Officers Luncheon	17. 30.				
		Sponsored by Piper Juffray & Co.					
	Noon	DECA Day at Universal Studios					
	1:00 p.m.	Voting Delegates' Briefing and Candidate Campaign Sessions	17, 100				
	12-30 a.m	Curfew					
	Monday, May 2						
	7.30 a.m.	Judges /VIP's Reception	W 307 Fave				
	7:30 a.m8:00 p.m.	Conference Headquarters	W 203 Fove				
	8:00 a.m -9:00 a.m.	Career Exhibits Open (Advisors only)	// B				
	8:00 a.m2:00 p.m.	Blazer Booth Open	W 30				
	8:00 a m6:00 p.m.	Tour Booth	W 203 Fave				
	8:00 a.m6:00 p.m.	Preliminary Competition (Refer to Event Schedules, pp. 30-38)	OCCC				
	8:30 a.m.=10:30 a.m.	Johnson & Wales Scholarship Awards Breakfast (by invitation only Spansared by Johnson & Wales University	()((((
	8:30 a.m 4:00 p.m.	Leadership Academies (Refer to Event Schedules, p. 39)	OCCC				
	9:00 a m 3:00 p.m.	Advisor Academy (New and Developing Advisors)	W 311 G-1				
		Sponsared by Sauthwest Airlines Co.	***				
	9.00 a.m -1:00 p.m.	Career Exhibits Open to All	W.B				
	9-00 a.m - 1:00 p.m.	Campaign Booths Open	W.B.				
	9:30 a.m2:00 p.m.	Administrators /VIP's Day	W 300				
	11:30 a.m2:00 p.m.	Indges'/VIP's Luncheon	W 307 308				
	3:00 p.m =5:00 p.m.	Competitive Event Update Workshops for Advisors	77.311				
	12:30 a.m.	Curtew					