

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, 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: *Debra* *B.V.*

Not Recommended Date: _____ *1/5/17*

Assistant Superintendent: Recommended Name: *[Signature]*

Not Recommended Date: *1/5/17*

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.

9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees \$80.00 per person (20 students, 3 Instructors)	\$1840
Total Meals: \$25.00 per person	\$ 575
Total Lodging: \$136 per room for instructor, Students per person \$78.00	\$1968
Total Transportation <input checked="" type="checkbox"/> School District Vehicle(s) <input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____ Private Vehicle (requires certificate of insurance) ~ Name: _____	\$1200
Total Additional Stipends:	\$
Other: Teacher Sub	\$432
Total	\$6015

Revenues		
District Budget	Code01-380-005-428-000*	866.18
Booster Group		
Donations		
Student Fees and Self Pay		5148.82
Total Additional Stipends:		
Total		6015
Perkins Budget*		

11. Reviewed/Completed Request Checklist: x Yes No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade 2015 Spring Leadership and State Competition
2. Contact Person (Responsible for Checklist Completion): Kimberly Olson, Certified Teacher
3. Field Trip Date(s): March 21, 2017 – March 24, 2017 Destination: Hilton, 3000 American Blvd, Bloomington, MN
4. Field Trip Overview (Include events, establishments and locations): _____

Students will be at the state Health Occupations Students of America (HOSA) competition. This competition allows students explore career opportunities in the health care industry and to enhance the delivery of quality health care.

5. Field Trip Departure from School (Date and Time):

March 21, 2017 – 7 am

Field Trip Return to School (Date and Time):

March 24, 2017 – 7:00 pm

6. Objectives of Field Trip:
Students will be competing at the State HOSA event.

7. Relationship to Curriculum or Student Learning:

Leadership

Teamwork

Program of Study and Career Pathways

Partnership for CTE

Implementing of Health Science Programs

Increase effectiveness of teaching

Legislative training

Training on Confident speaking and writing skills

Reinforcement of skills taught and application of skills

8. Planned Follow-up Field Trip Activities:

National Conferences for HOSA

FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x 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.
- x Plan Meal Arrangements (if necessary)
Reminder: Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)
Guide: Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x 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.
- x Develop and Communicate Teacher and Adult Chaperone Expectations
Example: Supervision duties, no smoking, no alcohol
- x Planned Itinerary

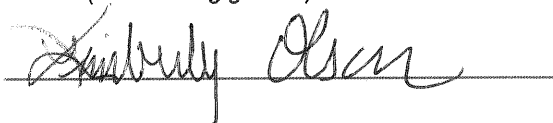
TIME

LOCATION

Awaiting itinerary form the state department

- x Maintain Student Roster and Check-in/Check-out Procedure
- x 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.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians
Note: Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x 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:



2016-17 MN HOSA Calendar of Events and Meetings

Date	Event/Meeting	Time	Location
October 6 th & 7 th	Health Science Teacher Workshop	1:00 pm- 6:00 pm 8:30 am- 2:00 pm	TBD
November 10 th & 11 th	MN HOSA Fall Conference	TH-1:00 pm- 6:00 pm Tours 6:30 pm- 9:00 pm Officer Interviews/ Educational Sessions FRI 8:30 am- 1:30 pm	Minneapolis/St. Paul MOA Hilton
December 1 st -3 rd	MN HOSA MRC Camp (Medical Reserve Corps) Students and Advisors	10:00 am- 9:00 pm 7:30 am- 10:00 pm 7:30 am- 12:30 pm	Camp Ripley – Little Falls
January 4 th	Metro Mid- Winter Competitive Events Day	8:00 am- 2:00 pm	Northeast Metro 916- White Bear Lake
January 6 th	Southeast Mid-Winter Competitive Events Day	8:30 am- 2:00 pm	Rochester Community College
February TBD	Northeast Mid-Winter Competitive Events Day	8:30 am- 2:00 pm	Lake Superior College- Duluth
March 22 nd – 24 th	MN HOSA State Leadership Conference Full Board Meeting Debriefing	3:30 pm- 11:00 pm 8:00 am- 11:00 pm 8:00 am- 12:00 pm 12:30 pm- 2:00 pm	Minneapolis/St. Paul MOA Hilton
June 21 st – 24 th	International HOSA Conference		Orlando, Florida

** TBD- Mental Health First Aid for MN HOSA MRC